



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

November 2, 2021

DIVISION MEMORANDUM

No. 483, s. 2021

**APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR
PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI)
DIGITAL SIGNATURE**

To: All SDO Personnel
Public School Heads
Division Information Technology Officer I
Administrative Officer IV – Personnel Unit
School ICT Coordinators
Teaching and Non-Teaching Personnel
Others Concerned

1. Pursuant to OUA Memo 00-0721-0129, Application of Field Offices and School Personnel for PNPKI Digital Signature, the Schools Division Office of Science City of Munoz in partnership with the Department of Information and Communications Technology (DICT), has started the processing of applications for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature of teaching and non-teaching personnel particularly those who will serve in the 2022 National and Local Elections.
2. Normally, government employees are instructed to apply individually and produce the needed requirements. However, due to the huge number of DepEd personnel, DICT has granted processing of applications through bulk registration.
3. In line with this, *all DepEd teaching and non-teaching personnel* are advised to fill-out the PNPKI fillable application form for the issuance of their Digital Signature.
4. The following shall be strictly observed and followed in this activity, to wit:
 - 4.1. The School ICT Coordinators shall download the PNPKI fillable pdf application form thru this link **<https://tinyurl.com/y7x27yte>**.
 - 4.2. The School ICT Coordinators shall disseminate the PNPKI fillable pdf application form to the permanent teaching and non-teaching personnel in their respective schools.

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Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
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- 4.3. The teaching and non-teaching personnel shall fill out the PNPKI fillable pdf application form. Valid DepEd e-mail is required as the primary e-mail address in the application form. *Afterwards, they will rename the file to Lastname, Firstname MI, e.g., Delacruz, Juan A.*
- 4.4. The teaching and non-teaching personnel shall send / forward the *softcopy and hardcopy* of the PNPKI fillable pdf application form to the School ICT Coordinator.
- 4.5. The school ICT coordinators shall consolidate the soft and hard copies of the PNPKI fillable pdf application forms. The softcopy of the application forms shall be saved in a *folder under the name of the school, e.g., MaligayaES.*
- 4.6. The school ICT Coordinators shall encode the details of the teaching and non-teaching personnel in the *Batch Encoding File Format* which can be downloaded thru this link **<https://tinyurl.com/4u8asfmm>**. The Batch Encoding File Format shall be renamed to Batch_Name of School, e.g., Batch_MaligayaES
- 4.7. The *Batch Encoding File Format and the folder containing the PNPKI fillable pdf application form* shall be uploaded by the School ICT Coordinators to this link **<https://tinyurl.com/3xknmpfm>**.
- 4.8. The Administrative Officer IV - Personnel Unit of the Schools Division Office shall certify if the teaching and non-teaching personnel submitted by the schools are bonafide personnel of the Schools Division Office.
- 4.9. The Division Information Technology Officer shall consolidate the *Batch Encoding File Formats and the folder containing the PNPKI fillable pdf application forms* of all schools and submit to the DICT for appropriate action.
5. For clarifications, please contact the Division Information Technology Officer thru FB messenger group of the ICT Coordinators. The deadline of submission of all schools is on or before November 12, 2021.
6. For the information, guidance, and compliance of all concerned.


DANTE G. PARUNGAO, CESO VI

Officer-in-Charge

Office of the Schools Division Superintendent

ICTU/JMT11.02.2021



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