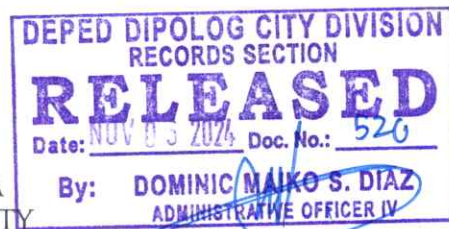




Republic of the Philippines
 Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



November 05, 2024

DIVISION MEMORANDUM
 No. 520, s. 2024

**PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI) FOR
 THE SCHOOLS DIVISION OF DIPOLOG CITY**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
 CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 DIVISION INFORMATION AND TECHNOLOGY OFFICER
 ALL DIVISION OFFICE PERSONNEL
 ALL SCHOOL HEADS
 ALL SCHOOL TEACHING AND NON-TEACHING PERSONNEL
 All Others Concerned
 This Division

1. In line with the **Division’s Public Service Continuity Policy Statement** that “...safeguards quality education amidst unforeseen challenges, and foster resilience in the performance of critical business functions even during disruptive environmental circumstances while ensuring life safety, and while complying with applicable statutory and regulatory requirements...”, one of the continuity strategy is the implementation of the **Philippine National Public Key Infrastructure (PNPKI)** in all functional divisions, sections and units.
2. Furthermore, the **OUA-OUT-Memorandum** with the subject **APPLICATION OF DEPED FIELD OFFICES FOR PNPKI DIGITAL CERTIFICATES**, the Department of Education (DepEd) in partnership with the Department of Information and Communication Technology (DICT) applied for the issuance of the PNPKI Digital Certificates for its employees. This is to comply with government policies regarding the adoption of electronic commerce in 2021.
3. The PNPKI is a sophisticated digital security framework that ensures that online transactions are secure. It uses advance encryption techniques to safeguard digital information, providing reliable and trusted way to protect sensitive data and conduct secure online activities in the Philippines.
4. Thus, this division shall implement and institutionalize PNPKI digital certificates in its operations to ensure continuity in the delivery of basic education services, critical operations and other essential services amidst any disruptions.
5. The processing of the PNPKI Applications will be facilitated by the **Division IT Officer, JOSE MARI M. APILAN**, with the following schedules:

Date	Venue	Participants/Office/Stations
Nov. 20, 2024 (Morning)	ICT Office, Division Office	SDS, ASDS, CID Chief & SGOD Chief All OSDS Section and Unit Heads
Nov. 20, 2024 (Afternoon)	ICT Office, Division Office	All CID Personnel All SGOD Personnel

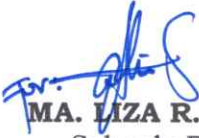


Address: Purok Farmers, Olingan, Dipolog City
 Email: dipolog.city@deped.gov.ph
 Website: www.depeddipolog.net
 Facebook: DepEd Tayo – Division of Dipolog City

Date	Venue	Participants/Office/Stations
Nov. 21, 2024 (Morning)	DTC, Miputak	All School Heads (West B, South A and South B Clustered Districts)
Nov. 21, 2024 (Afternoon)	DTC, Miputak	All School Heads (South C Clustered Districts)
Nov. 22, 2024	DTC, Miputak	All School Heads (West A, North A and North B Clustered Districts)
Nov. 22, 2024	DTC, Miputak	All School Heads (East A, East B and East C Clustered Districts)
Dec. 12 & 13, 2024*	TBD	All remaining division personnel; All school HTs, MTs and Admin Personnel
January 2025*	TBD	All remaining school personnel

**Note: A separate issuance shall be released for details of these batches*

6. **PNPKI materials** (i.e. Forms, Samples, Video Tutorials, etc.) are available at the following links: https://bit.ly/PNPKI_application or <https://bit.ly/DepEd-PNPKI2023>.
7. Enclosed are annexes from the OUA-OUT-Memorandum for reference:
 - a. Annex D: Things to Consider When Filling Out the PNPKI Application Form
 - b. Annex E-2: Sample Filled-Out Form for SDO Personnel
 - c. Annex E-3: Sample Filled-Out Form for School Personnel
8. For any concerns, please coordinate with the Division IT Officer or through the OIC-Admin Officer, ALAN D. CHIU, at 09070547070.
9. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

OSDS, Admin Services	PNPKI	PSCP
OSDS, ICT	DICT	Schools

ADC/20241105-DM-PNPKI
November 05, 2024



Annex E-2 (FOR DEPED SCHOOLS DIVISION OFFICE [SDO] PERSONNEL)

PHILIPPINE NATIONAL PKI															
APPLICATION FOR DIGITAL CERTIFICATE															
Application ID Number (For Official Use only)				<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
Instructions: <ol style="list-style-type: none"> 1. Please fill the form in BLOCK LETTERS ONLY. 2. Required fields are marked WITH AN ASTERISK (*). 3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation. 4. Any information that is not verified shall not be included in certificates. 5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection. 6. Put a CHECK ON THE BOX that corresponds to your answer. 7. Do NOT INPUT ABBREVIATED information or ACRONYMS. 															
1. CERTIFICATE CLASS		2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION											
1A Individual		2A <input checked="" type="checkbox"/> Signing 2B <input checked="" type="checkbox"/> Authentication		3A <input checked="" type="checkbox"/> Online Download											
4. APPLICANT'S DETAILS															
4A* Last Name		4B* First Name		4C* Middle Name		4D* Name Extension (JR/SR/III)									
DELA CRUZ		JUAN		PABLO											
4E* Gender		4F* Nationality		4G* Date of Birth (DD/MM/YYYY)											
Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		FILIPINO		23/01/2000											
4H* TIN		4I SSS No.		4J GSIS No.		4K Philhealth									
123-456-789															
4M CRN No.		4N Other IDs presented during face to face verification		4L Pag-ibig No.											
4O* Organization / Agency / Company		DEPARTMENT OF EDUCATION-NCR													
4P* Organizational Unit / Department / Division		SCHOOL DIVISION OFFICE - OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT													
4Q Marital Status		4R Employment Status		4S Spouse Name		4T Mother's Maiden Name									
Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>		Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>													
4U Father's Name		4V Mother's Name		4W Spouse Name		4X Spouse Birthdate (DD/MM/YYYY)									
5. CONTACT DETAILS															
Residential Address															
5A* Unit/Room/House No.		5B* Street		5C* Barangay		5D* Municipality/City									
1234		I LOVE YOU STREET		BARANGAY NORTH FAIRVIEW		QUEZON CITY									
5E* Province		5F* Zip Code		5G Landline No.		5H* Mobile No.									
METRO MANILA		1100				63999999999									
5I* Official Work Email Address		* PNPKI-related emails will be sent to this email address													
juan.dela_cruz@deped.gov.ph															
Office Address															
5K Unit/Room/Floor No.		5L Building		5M Street		5N Barangay									
5O Municipality/City		5P Province		5Q Zip Code		5R Landline No.									

PNPKI RA Form 2018-01A
Version 4 Date Revised August 2022



Annex E-3 (FOR DEPED PUBLIC ELEMENTARY & SECONDARY SCHOOL PERSONNEL)

 PHILIPPINE NATIONAL PKI																									
APPLICATION FOR DIGITAL CERTIFICATE																									
Application ID Number (For Official Use only)																									
Instructions: <ol style="list-style-type: none"> 1. Please fill the form in BLOCK LETTERS ONLY. 2. Required fields are marked WITH AN ASTERISK (*). 3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation. 4. Any information that is not verified shall not be included in certificates. 5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection. 6. Put a CHECK ON THE BOX that corresponds to your answer. 7. Do NOT INPUT ABBREVIATED information or ACRONYMS. 																									
																									
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DELA CRUZ	JUAN																								
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PABLO																									
4E* Gender	4F* Nationality																								
Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	FILIPINO																								
4G* Date of Birth (DD/MM/YYYY)	4H* TIN																								
23/01/2000	123-456-789																								
4I SSS No.	4J GSIS No.																								
4K Philhealth	4L Pag-ibig No.																								
4M Other IDs presented during face to face verification																									
4N CRN No.	4O Organization / Agency / Company																								
	DEPARTMENT OF EDUCATION-NCR																								
4P* Organizational Unit / Department / Division	4Q Marital Status																								
SCHOOL DIVISION CITY - NORTH FAIRVIEW ES (123456)	Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>																								
4R Employment Status	4S Spouse Name																								
Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>																									
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5Q Zip Code	5R Landline No.																								
PNPKI RA Form 2018-01A Version 4 Date Revised August 2022																									



THINGS TO CONSIDER WHEN FILLING-OUT THE PNPKI APPLICATION FORM
 Due to the need for consistency in the responses in the PNPKI Application Form, below are some instructions on what to do and/or specify in the said form.

1. **The PNPKI Application Form is "fillable"**
 - a. Download and install the PDF file reader application software on the computer to open the PNPKI Application Form (Ex. Adobe Reader, etc.).
 - b. Upon opening the file, click on the text fields (blue colored boxes) to start typing in the information requested. Said fields automatically adjust for lengthier details.
 - c. Put a check mark on the following check boxes by clicking on it.

2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION	
2A <input checked="" type="checkbox"/>	Signing	3A <input checked="" type="checkbox"/>	Online Download
2B <input checked="" type="checkbox"/>	Authentication		

2. **Required fields.**
 - a. Text fields that require important information are marked with asterisks partnered with text boxes with red borders.
 - b. Fill out the Date and Place fields on pages 2 & 4 of the application form.
3. **Not Applicable Items**
 - a. For items that are not applicable to the applicant, leave the text field blank.
 - b. Do not put N/A, NA or a dash (-) symbol if the item is not applicable.
4. **Profile Photo**
 - a. Attach the image file (softcopy) of the photo.
 - b. The image should be clear and sharp.
 - c. With light-colored and plain background
 - d. Not cropped from other pictures with other visible objects
 - e. Not "grainy", blurred and/or stretched.
 - f. Taken within the last 6 months, and
 - g. Able to occupy most of the space allocated in the application form.
5. **Electronic Signature**
 - a. Attach an image file of the electronic signature which is clear & visible.
 - b. Use JPEG or PDF format.
 - c. Attach the same image file on page 4 of the PNPKI Application Form.
6. **Organization and Organizational Unit/Department/Division (Items 40* & 4P*)**
 For these sections, please refer to the table below on what to indicate in the previously mentioned fields. Abbreviations will only be accepted when the space provided is not sufficient, but make sure that these are commonly used and easily understood acronyms by DepEd personnel from all governance levels.

