



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 406 , s. 2024

**APPLICATION OF SCHOOLS DIVISION OFFICES AND  
SCHOOL PERSONNEL FOR PNPKI DIGITAL SIGNATURE**

To: Asst. Schools Division Superintendent  
CID/SGOD Chiefs  
Education Program Supervisors/Specialists  
Public Elementary/Secondary School Heads  
Section/Unit Heads  
Others Concerned

1. Attached is RM No. 513, s. 2024 entitled Application of Schools Division Office Personnel and School Personnel for the PNPKI Digital Signature, for the information and guidance of all concerned.
2. The deadline for submission of PNPKI applications are as follows:
  - June 26, 2024 (Advisory No. 513, s.2024) - SDS, ASDS, Functional Division Chiefs, and Section/Unit Heads
  - July 19, 2024 (Advisory No. 513, s.2024) - SDO personnel (to apply manually using the link <https://sites.google.com/dict.gov.ph/pnpki/ors>)
  - August 16, 2024 - Nationally Paid School Personnel bulk submission of pdf files to the Division Office with transmittal using the file naming convention **LName\_FName\_SchoolName** (e.g. Cruz\_Juan\_TagbilaranCityCentralES)
3. PNPKI form can be download from <https://tinyurl.com/tagbi-pnpki>
4. Immediate dissemination of and compliance with this memorandum is required.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

WDB/JAAL/ICTU/ICM/ICM



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

6-103  
DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE  
DOWNLOADED

BY  DATE: 6/13/2024

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 513 s. 2024

13 JUN 2024

**APPLICATION OF SCHOOLS DIVISION OFFICES AND SCHOOLS PERSONNEL FOR PNPKI  
DIGITAL SIGNATURE**

To: Schools Division Superintendents  
Division Information Technology Officers  
All Others Concerned

1. As part of our commitment to modernize administrative processes and enhance security measures, the Department of Education Region VII through the Information and Communications Technology Unit, in partnership with the Department of Information and Communications Technology Region VII, has started processing applications for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature.

*"Public Key Infrastructure (PKI) allows users of public networks like the Internet to exchange private data securely. PKI is essentially a set of hardware, software, policies, personnel and procedures needed to create, manage, distribute, use, store and revoke digital certificates. The PKI is one of the core services being offered by the Department of Information and Communications Technology (DICT) that will foster trust in the government by ensuring secure and reliable online transactions. All government online applications stand to benefit from the use of the PKI, ultimately improving the delivery of government services to citizens."*  
(source: <https://dict.gov.ph/pnpki/>)

2. Digital signatures offer numerous benefits, including improved document security, streamlined workflows, and enhanced compliance with regulatory requirements.

3. Normally, government employees are advised to submit their applications individually. However, due to the large number of DepEd Region VII personnel, DICT has granted processing of applications through bulk application.


4. With this, all **Division Information Technology Officers** are hereby directed to collect and process the submitted data in compliance with the Data Privacy Act of 2012 (RA 10173). Additionally, the Division IT Officers are responsible for overseeing the application process within their respective divisions. All Schools Division Offices and school personnel must submit the necessary data and requirements for PNPKI digital signature application. This includes personal information and verification documents.


5. The following submission schedule for the collection of data and documents by Division IT Officers:

- June 14, 2024 SDS, ASDS, Functional Division Chief, and Section Heads
- June 28, 2024 SDO Personnel
- August 16, 2024 School personnel



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 DepEd Tayo Region

 [region7.deped.gov.ph](http://region7.deped.gov.ph)

6. For more information, questions, and concerns, please contact the DepEd RO7 ICT Unit at [ictu7@deped.gov.ph](mailto:ictu7@deped.gov.ph) or at phone number 09457623193 loc. 737.

7. Immediate dissemination of and compliance with this memorandum is enjoined.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/FYA/ICTU/DEM

