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Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0621-0128
MEMORANDUM
10 June 2021

For: **Management Committee (MANCOM) Members**
(Department of Education Central and Regional Offices)

Subject: **REGISTRATION OF MANCOM MEMBERS’
DICT-PNPKI DIGITAL SIGNATURE**

The Department of Education (DepEd) through the Bureau of Human Resources and Organizational Development (BHROD) and the Information and Communications Technology Service (ICTS), in partnership with the Department of Information and Communications Technology (DICT), will promulgate the use of 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.” (Source: <https://dict.gov.ph/pnпки/>)

At the outset, this initiative is expected to

1. support business as usual without sacrificing the safety of signatories and employees routing physical documents;
2. foster trust between offices by ensuring secure and reliable online transactions;
3. successfully integrate the use of digital signatures in the process flow and vastly increase acceptance on the integrity of official documents within and outside the Department; and
4. prevent the transmission of COVID-19 on widely used official documents.

On 28 May 2021, DepEd submitted to DICT its proposal for bulk application of its employees for the PNPKI Digital Signature. For more details, kindly refer to the attached letter.



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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While waiting for DICT's response on this proposal, the ICTS and BHROD started gathering and validating the applications from the Bids and Awards Committee (BAC) Secretariat as well as various offices involved in procurement activities. Please note that **MANCOM members who are part of the BAC Secretariat no longer need to register their digital signatures.**



Other MANCOM members are highly encouraged to individually accomplish the application of their digital signatures from 16 to 23 June 2021. The **BHROD- Personnel Division** shall provide the ICTS – User Support Division (USD) with the list of MANCOM members for verification purposes. For the requirements and other pertinent details, kindly refer to **Annex A**. In addition, application form templates, guides, samples, and other resources may be accessed through <http://bit.ly/Deped-PNPKI> .

The Office of the Undersecretary for Administration (OUA) shall issue a separate Memorandum on this subject for other DepEd Central Office and field personnel. Further, policies and guidelines on the actual use of digital signatures will also be issued through a supplemental Memorandum.

For any questions and concerns on this subject, kindly contact **Ms. Niña Rica Bernas**, Technical Assistant II of ICTS-USD, through Microsoft Teams or email at support.pnpki@deped.gov.ph .

For immediate and appropriate action.

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations


ALAIN DEL B. PASCUA
Undersecretary for Administration



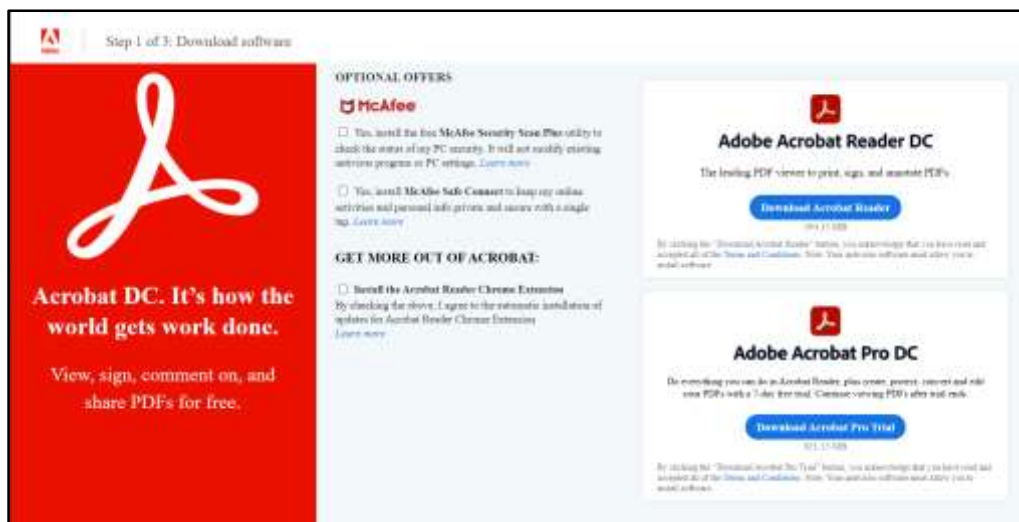
Annex A

DICT-PNPKI Digital Signatures: Application Requirements and Procedures

This is for the MANCOM members who are authorized signatories of official documents and will apply for the DICT-PNPKI Digital Signatures through “bulk submission” on a first come, first served basis.


Application Procedure:

1. Prior to downloading the application form, prepare the following:
 - a. Desktop/laptop computer
 - b. Stable internet connection
 - c. Soft copy of clear and decent passport-sized ID picture
 - i. 4.5 x 3.5 cm (1.8 x 1.4 inches)
 - ii. Taken within the last six (6) months
 - iii. Selfies or stretched images **will not be considered.**
 - d. Soft copy of electronic signature
High resolution (minimum of 600 dpi)
 - e. Visit <https://get.adobe.com/reader/?promoid=KSWLH> .



- i. Before downloading the free Adobe Acrobat Reader DC application, make sure that all checkboxes in the “Optional Offers” section are clear or unchecked to avoid advertisements.
- ii. Next, click “**Download Acrobat Reader**” and follow instructions until the application is installed on the computer.





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By clicking the "Download Acrobat Reader" button, you acknowledge that you have read and accepted all of the [Terms and Conditions](#). Note: Your antivirus software must allow you to install software.

2. Download the application form via <http://bit.ly/Deped-PNPKI> .
 - a. Accomplish the said form by clicking on text boxes. Please note that some items with either an asterisk (*) or "red-colored" boxes are required to be filled-out by the applicant/s.
 - b. After accomplishing the form, rename the file using the following naming convention:
 - i. *LastName_FirstName_OFFICE*
(Example: Bernas_Niña ICTS-USD)
3. Download the Encoding Form for Bulk Application (MS Excel file) via <http://bit.ly/Deped-PNPKI> and individually accomplish the same.
4. Upon completion of the aforementioned forms, send a copy to: support.pnpki@deped.gov.ph for further processing and certification by the BHRD - Personnel Division.
5. An acknowledgement receipt will be sent to the applicant upon submission of forms.



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28 May 2021

GREGORIO B. HONASAN II

Secretary

Department of Information and Communications Technology (DICT)

C.P. Garcia Avenue

Diliman

Quezon City

**PROPOSAL FOR BULK APPLICATION FOR
THE PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI)
DIGITAL SIGNATURE**

Dear **Secretary Honasan**:

The Department of Education (DepEd) would like to undertake bulk application of more than 900,000 of its employees for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature. This is in compliance with the attached resolution of the Commission on Elections (COMELEC), which requires all public school teachers who will serve in the Electoral Boards to register their PNPKI digital signatures by September 2021.

In previous discussions with DICT, the requirements for individual interviews and supporting IDs have been waived. However, the Department would like to further request the waiving of the requirement for individual application forms as this may be cumbersome to check individually for errors. This rigorous process for our teachers will entail downloading of these forms, physically filling them out, and uploading the same wherein checking for accuracy is an altogether different tedious task.

In this regard, DepEd proposes the use of available secure and reliable technologies and submission of the following in lieu of the said application forms:

1. Excel file and/or csv file containing DepEd employees' verified data for bulk processing;
2. certification from Human Resources on the submitted data; and
3. institutional application from DepEd in lieu of individual application forms which will contain all necessary information. The Department shall



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facilitate the online registration of its employees through existing software applications, specifically the DepEd Mobile App and DepEd Commons. These shall help produce the needed information for the aforementioned Excel file and expedite the application process in an efficient manner.

For more information, queries and concerns on this subject, please contact the Information and Communications Technology Service – Office of the Director (ICTS-ODIR) through email at icts.od@deped.gov.ph .

For the Secretary's consideration. Thank you.



ALAIN DEL B. PASCUA
Undersecretary

cf: **Marlon S. Casquejo**
Acting Head Commissioner
Steering Committee
COMELEC

COMELEC Advisory Council (CAC)

Leonor Magtolis Briones
Secretary of Education

Jesus Lorenzo R. Mateo
Undersecretary
Planning Service and
Bureau of Human Resource and Organizational Development (BHROD)

Emmanuel Rey R. Caintic
Undersecretary
Digital Philippines
DICT



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