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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



**OUA MEMO 00-0122-0130**  
**MEMORANDUM**  
25 January 2022

For: **Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**Teachers**  
**All Others Concerned**



Subject: **IMPORTANT REMINDERS ON APPLICATIONS FOR  
PNPKI DIGITAL CERTIFICATES**

This refers to the letter from the Department of Information and Communications Technology (DICT) dated 18 January 2022 regarding the implementation of the Philippine National Public Key Infrastructure (PNPKI) digital certificate for use of the Electoral Boards in the National and Local Elections (NLE) 2022.

While PNPKI Support Teams are currently able to address concerns related to the application process (i.e., applicants needing to correct their personal information, change or recover passwords, etc.), they may get overwhelmed once they receive bulk support requests in short notice. With this, they might not be able to provide assistance on time or before NLE 2022.

To avoid this and other issues as well as to ensure smooth operations, the Office of the Undersecretary for Administration (OUA) disseminates the following reminders of the DICT to PNPKI applicants:

1. Always check your email inbox (including spam folder) for the PNPKI email notification. Please refer to the email accounts that were used in your PNPKI application.
2. Once the email notification is received, use the log-in credentials to access the PNPKI Self-Service Portal and request the digital certificate (p12 file). Please refer to this link for the complete manual: <https://dict.gov.ph/wp-content/uploads/2021/11/How-to-request-and-download-your-PNPKI-certificates-1.pdf>

**Office of the Undersecretary for Administration (OUA)**

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

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3. After downloading the p12 file, ensure to keep this file in a secure location.

For more information, kindly refer to the attached copy of the letter and OUA Memorandum No. 00-0122-0082 titled *PNPKI Status Update as of 19 January 2022*.

For questions and concerns, kindly contact Ms. Niña Rica Bernas (PNPKI) at [support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph) and Mr. Winifredo Valdez (DLMS) at [support.usdlms@deped.gov.ph](mailto:support.usdlms@deped.gov.ph) . Both personnel may be reached through email or Microsoft Teams.

For information and guidance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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