



OUAD00-0621-0089
To authenticate this document,
please scan the QR Code



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0621-0089
MEMORANDUM
31 May 2021

For: **Undersecretaries and Assistant Secretaries
Central Office Bureau and Service Directors
Bids and Awards Committees I to V Members
Acquisitions Committee Members
Procurement Planning and Management Division
Bids and Awards Committee Secretariat Division
Contract Management Division
End-Users/ Implementing Units**

Subject: **REGISTRATION FOR DICT-PNPKI DIGITAL SIGNATURE OF
BAC – MEMBERS, TWG AND SECRETARIAT AND OTHER
AUTHORIZED SIGNATORIES OF OFFICIAL PROCUREMENT -
RELATED DOCUMENTS IN THE CENTRAL OFFICE**

The Department of Education (DepEd), through the Information and Communications Technology Service (ICTS), in partnership with the Bureau of Human Resources and Organizational Development (BHRD) and 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/pnpki/>)

At the onset, the use of digital signatures by DepEd offices are expected to have these impact:

1. Business as usual without sacrificing the safety of the signatories and other employees routing the physical document.
2. Foster trust within the DepEd Offices by ensuring secure and reliable online transactions.



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)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Scan this QR Code to view
Videos and Magazines
of Major Programs



3. Successfully integrate the use of digital signature in the process flow and vastly increase the integrity of acceptance on the official documents within and outside the department.
4. Prevent the transmission of COVID-19 on widely used official documents.

Dated 28 May 2021, DepEd submitted its proposal for **Bulk Application for the Philippine National Public Key Infrastructure (PNPKI) Digital Signature** to DICT. Whilst DICT earlier waived the supporting IDs and individual interview, in lieu of the excel file for bulk application and certification from the Personnel Division / Offices, this proposal further requests that the submission of the individual application form be waived as well.

Pending DICT's response, ICT Service and BHROD will start gathering and validating the applications of the Offices and personnel and other authorized signatories of official procurement documents.

Further, pursuant to **Office Order 00-OSEC-2021-019** entitled **Use of Electronic or Digital Signature in Procurement-Related Documents**, inviting attention to Paragraph 4, the mentioned positions and offices are highly encouraged to start applying for their PNPKI digital signatures individually starting on the **10th up to the 23rd of June**. It is requested that **BAC Secretariat, PPMD, CMD** and **OASPA** to provide BHROD-PD and ICTS - USD the list of personnel (authorized signatories) for the issuance of the certification and cross-checking, respectively.

For this undertaking, it is requested that a focal person be provided by the Office of the Assistant Secretary for Procurement and Administration (OASPA) through the contact person indicated below. The role of the said individual will be:

1. In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for the PNPKI digital signature.
2. Coordinate with ICTS-USD for technical and non-technical concerns including updates on the application status of the entities concerned; and
3. Assist in resolving issues and concerns in relation to the activity.

With respect to MANCOM and other DepEd Central Office personnel/offices not mentioned, a separate memorandum/advisory will be released soon.

Moreover, policies and guidelines on the actual use of digital signatures will also be issued in a supplemental memorandum.

As for the requirements and other pertinent details, kindly refer to **Annex A**. In addition, application form templates, guides, samples, and other resources, can be found by accessing this link: <http://bit.ly/Deped-PNPKI> by **10 June 2021**.



For any questions and concerns, you may contact **Ms. Niña Rica Bernas**, Technical Assistant II thru email or chat (via MS Teams) at support.pnpki@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



OUAD00-0621-0089
To authenticate this document,
please scan the QR Code

Annex A

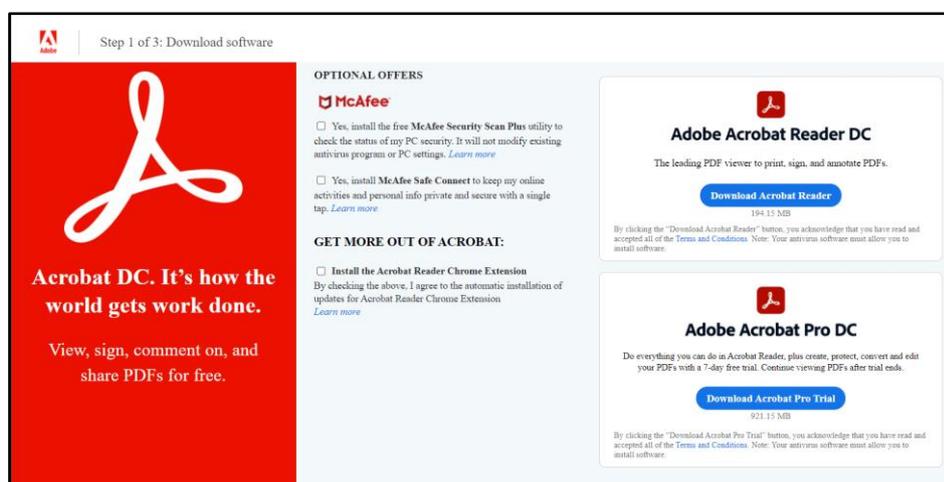
This is for the following entities who are authorized signatories of official procurement-related documents and will apply for the DICT-PNPKI digital signatures through “bulk submission” on a first come, first served basis.

1. Head of the Procuring Entity (HoPE)
2. Office of the Asst. Secretary for Procurement and Administration (OASPA)
3. Members of the Bids and Awards Committees (BACS)
4. Technical Working Groups (TWG)
5. BAC Secretariat and Acquisitions Committee (AC)
6. Concerned personnel from the Procurement Planning and Management Division (PPMD), Contract Management Division (CMD)
7. End-users/Implementing Units

About the Requirements

Steps to apply for the DICT-PNPKI digital signature:

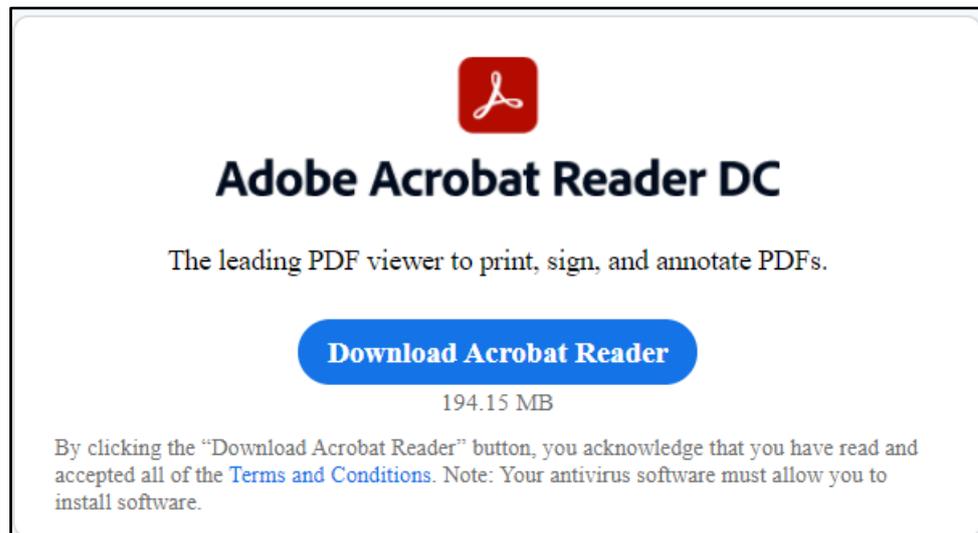
1. Prior to downloading the application form, prepare the following:
 - a. Desktop/laptop computer
 - b. Stable internet connection
 - c. Soft copy of clear and decent passport-sized ID picture
 - 4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches
 - Taken within the last six (6) months.
 - Selfies or stretched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



- 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 ads.



- Next, click “**Download Acrobat Reader**” and follow instructions until the application is installed on computer.



2. Download application form via: <http://bit.ly/Deped-PNPKI>
 - a. Individually, accomplish 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, save the said form in this format:
 - *LastName_FirstName_[your affiliation]*
 - Affiliation:
 1. OASPA
 2. BAC Member
 3. TWG or AC
 4. BAC Sec
 5. PPMD/CMD
 6. End-User

Note: DICT will not accept handwritten application forms.

3. Download and individually accomplish, Encoding Form for Bulk Application (MS Excel file) via: <http://bit.ly/Deped-PNPKI>
4. Immediately after accomplishing and completing the aforementioned forms, send a copy to: support.pnpki@deped.gov.ph for further processing and certification by the DepEd Central Office - Personnel Division.
5. As soon as the applicant’s email is received, an acknowledgement receipt will be sent back to the applicant.



QUAD00-0621-0089
To authenticate this document,
please scan the QR Code





OUAD00-0521-0 222
To authenticate this document,
please scan the QR Code



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

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



Office of the Undersecretary for Administration (OUA)

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

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



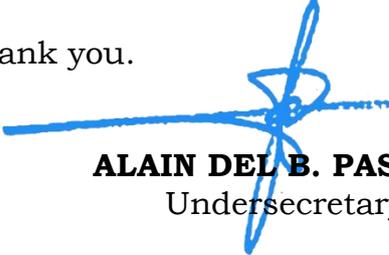
Scan this QR Code to view
Videos and Magazines
of Major Programs



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



QUAD00-0521-0222
To authenticate this document,
please scan the QR Code

