



Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

October 22, 2024

DIVISION MEMORANDUM  
NO. 669, S. 2024

**ORIENTATION ON THE APPLICATION OF DEPED FIELD OFFICES FOR  
PNPKI DIGITAL CERTIFICATES**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID & SGOD  
Public Schools District Supervisors  
Public Schools Head, Elementary & Secondary  
All Others Concerned

- Attached is a Memorandum from the Regional Memorandum 872, s. 2023 and the Office of the Undersecretary for Administration, regarding the Application of DepEd Field Offices for PNPKI Digital Certificates.
- In line with this, SDO Sagay ICT Unit will conduct a virtual orientation via MS Teams on October 29, 2024, 1:00PM to 3:00PM. Below is the virtual meeting link.



<https://bit.ly/PNPKISagay>

- It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
- Immediate dissemination of this Memorandum is desired.

**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent



Enclosure : 1  
Reference : OUA-OUT-Memorandum; Regional Memorandum No. 872, s. 2023  
No. of Pages : 18  
To be indicated in the **Perpetual Index** under the following subjects:

PNPKI



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**Website:** <https://depedsagay.com>



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

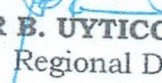
NOV 14 2023

**REGIONAL MEMORANDUM**  
No. 872, s. 2023

**APPLICATION OF DEPED FIELD OFFICES FOR PNPKI  
DIGITAL CERTIFICATES**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a Memorandum from the Office of the Undersecretary for Administration, regarding the **Application of DepEd Field Offices for PNPKI Digital Certificates**.
2. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

ICT  
EMPLOYEES

JCG/ RM- Application of DepEd Field Offices for PNPKI Digital Certificates  
Q4-005/ November 13, 2023



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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

**OUA-OUT-  
MEMORANDUM**

FOR : **ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**FRANCIS CESAR B. BRINGAS**  
Assistant Secretary for Operations

**Regional Directors and BARMM MBHTE Minister  
Schools Division Superintendents  
Region and Division Information Technology Officers  
Public School Heads  
All Others Concerned**

FROM : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

SUBJECT : **APPLICATION OF DEPED FIELD OFFICES FOR PNPKI  
DIGITAL CERTIFICATES**

DATE : 26 OCTOBER 2023

To comply with government policies regarding the adoption of electronic commerce in 2021, the Department of Education (DepEd) in partnership with the Department of Information and Communications Technology (DICT) applied for the issuance of the Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for its employees.

The Philippine National Public Key Infrastructure (PNPKI) is a sophisticated digital security framework that ensures that online transactions are secure. It uses advanced encryption techniques to safeguard digital information, providing a reliable and trusted way to protect sensitive data and conduct secure online activities in the Philippines.

Under DepEd's MATATAG Agenda component two "Take steps to accelerate delivery of basic education facilities and services", the adoption of PNPKI in DepEd offices as part of digitizing our essential processes, may ripple impact on:

1. Fostering trust within the DepEd Offices by ensuring secure and reliable online transactions.
2. Integration of 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.
3. Increased trust in online relationships due to ensured security of digital data and transactions that is authentic, confidential, with integrity and is non-repudiation.



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Since PNPKI digital certificates are only valid for two (2) years upon activation, the Information and Communications Technology Service (ICTS) will lead the facilitation of the PNPKI application activities again.

For related issues on the subject at hand, refer to the following attachments:

|                                |  |
|--------------------------------|--|
| <b>Annex A</b>                 | Additional information on PNPKI application and related matters    |
| <b>Annex B</b>                 | Responsibilities of PNPKI Regional Project Management Teams (RPMT) |
| <b>Annex C</b>                 | List of Regional PNPKI Submission Channels                         |
| <b>Annex D</b>                 | Things to consider when filling-out the PNPKI Application Form     |
| <b>Annex E</b>                 | Sample Filled-out PNPKI Application Forms by Governance Level      |
| <b>DepEd Field Units</b>       |  |
| <b>Annex E-1</b>               | DepEd Regional Office Personnel <i>(complete sample set)</i>       |
| <b>Annex E-2</b>               | DepEd Schools Division Offices (SDOs) Personnel                    |
| <b>Annex E-3</b>               | DepEd Public Elementary and Secondary Schools Personnel            |
| <b>BARMM-MBHTE Field Units</b> |  |
| <b>Annex E-4</b>               | BARMM-MBHTE Office Personnel <i>(complete sample set)</i>          |
| <b>Annex E-5</b>               | BARMM-MBHTE Division Office Personnel                              |
| <b>Annex E-6</b>               | BARMM-MBHTE Public Elementary and Secondary Schools Personnel      |

To enlighten DepEd employees on PNPKI concerns, ICTS-User Support Division will facilitate a **virtual orientation** on the subject matter on **07 November 2023 at 9:00 am to 12:00 noon** via Microsoft Teams. A guest speaker from DICT will present and respond to queries/concerns that may be raised during the orientation.

The expected participants to the orientation will be DepEd personnel who will form part of the Regional and Division PNPKI Teams. Each region is instructed to have a maximum of ten (10) personnel *(i.e., 5 from the Regional Office and 5 from various SDOs)* to join the said orientation.

Prior to registering for the activity, the Regional ITOs (RITOs) must prepare a file containing the list of participants that will also attend the orientation and attach it in the online registration form thru this link: <https://bit.ly/PNPKI2023OrientationRegistration> on or before 06 November 2023 at 2:00 PM. Meeting links and other details will be sent directly to the identified participants.

Finally, all previous issuances pertaining to the subject matter are hereby rescinded. This decision is effective immediately and supersedes any prior communication on this topic. Please disregard any previous instructions or guidelines that may be in conflict with this announcement.

For more information, questions, and concerns on this subject, kindly send an email to [support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph).

For immediate action and compliance.



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## ADDITIONAL INFORMATION ON PNPKI APPLICATION AND RELATED MATTERS

### 1. Application requirements

- DepEd personnel **shall only submit** the softcopies of the following:
  - a. Completely accomplished **PNPKI Application Forms (version 4, August 2022)**.
  - b. **Certified PNPKI (P12) Bulk Application Data Form** by their respective Personnel Officer then endorsed to the PNPKI Regional Office that has jurisdiction over their area.
- PNPKI materials (*i.e., forms, samples, video tutorials, etc.*) are available at the following link: <https://bit.ly/DepEd-PNPKI2023>. Access to the said link will only be possible when an official DepEd email account (\*@deped.gov.ph) is used.
- DICT will **not accept nor entertain printed and manually (written) accomplished forms**.

### 2. Processing (Enrolling and Claiming)

- Upon submission of PNPKI requirements to the regional DICT-PNPKI Submission Channels (*Annex C*), DICT will evaluate the endorsed application forms that could take a few days to a few weeks since DepEd is not the only government organization to apply for digital certificates.
- Once cleared, the DICT-PNPKI team will send individual email notifications to applicants through their provided email accounts in the application form informing them that they passed the initial phase. Also, included in the email are instructions on how to **Enroll** for their digital certificates through a system that should only be accessed by the applicant. This will be the **first (1st) of two (2) email notifications** that he/she will receive from DICT.
- After successful enrollment, the **second (2nd) email notification** will be sent after a few days containing the subscriber's credentials as well as the instructions on how to **Claim** his/her digital certificate.

### 3. Utilization (Downloading and Installation)

- Following the process of claiming the digital certificate, it needs to be downloaded and installed onto the computer of the subscriber for eventual utilization. Refer to the same email on how to download or access this link: <https://dict.gov.ph/pnpki-manuals/> for further guidance.

### 4. Validity of PNPKI digital certificates

- The PNPKI digital certificate is **valid for two (2) years** upon activation.
- When a DepEd employee is uncertain as to the status of his/her PNPKI digital certificate, the PNPKI Regional Focal Person (*i.e., Regional ITO*) can check with their respective DICT-PNPKI counterparts.
- Since the PNPKI digital certificate subscription is **not renewable**, DepEd employees must **re-apply** every two (2) years.
- When the PNPKI subscription is near its expiration, an email notification from DICT will be sent to the subscriber informing that his/her subscription will be **terminated in one (1) month**. At this time, the subscriber can now re-apply for a new subscription.

**5. With existing PNPKI digital certificates**

- For **new DepEd employees** that have an existing PNPKI digital certificate but were obtained outside DepEd, it is instructed that the said account be cancelled by undergoing a PNPKI revocation process before applying for a new account. Follow these steps:
  - a. The affected DepEd employee must secure a copy of the PNPKI Revocation Form from <https://bit.ly/DepEd-PNPKI2023>.
  - b. Fill out the form and submit it to the DepEd PNPKI Team for endorsement to the Regional DICT-PNPKI Support Team for appropriate action and wait for further instructions on the next steps to be taken.

**NOTE:**

Since DepEd's request for **Bulk Application for PNPKI Digital Certificates** has **been approved**, majority of the documentary requirements (*including the mandatory online video interview*) for identity verification of DepEd employees **has been waived**.

**RESPONSIBILITIES OF PNPKI REGIONAL PROJECT MANAGEMENT TEAMS (RPMT)**

The composition of the Regional and Division PNPKI Teams and their responsibilities are as follows:

1. **Regional Directors**
  - a. Officially designated as the Project Sponsor of the Regional Project Management Team
  - b. Responsibilities:
    - Oversee the activities, submit the weekly status of submissions to the PNPKI National Project Management Team (NPMT), and other related activities.
    - Ensure the security of handling accomplished PNPKI forms by issuing a **Non-Disclosure Agreement (NDA)** developed by the RO to be signed by all the PNPKI Team members.
    - Provide the support needed by the PNPKI Regional Project Management Team (RPMT).
    - May opt to add member/s to the RPMT as needed.
    - May provide directions on the manner of validation and submission within the region.
  
2. **Regional Information Technology Officers (RITOs)**
  - a. Officially designated as the PNPKI Regional Focal Person and Project Manager (Team Leader) of the RPMT effective immediately.
  - b. Responsibilities
    - In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for their PNPKI-certified digital certificate.
    - Execute the directives of the Regional Director as to the procedure in validating and submission methods.
    - Coordinate with the DICT-PNPKI Cluster Team Office assigned in their respective regions.
    - May recommend adding member/s to the RPMT as needed.
    - Report to the National PMT the status of the number of applications transmitted to DICT.
    - Assist in resolving issues and concerns in relation to the activity.
  
3. **Regional Administrative Officer Personnel**
  - a. Officially designated as RPMT members (Project team member) effective immediately.
  - b. Responsibilities
    - Support and assist the Regional Focal Person in the execution of responsibilities.
    - Support and assist the RPMT within the Regional Office in resolving issues and concerns in relation to the activity.
    - Issue certification that the list of names appearing in the PNPKI Bulk Application Data Form are legitimate DepEd employees/personnel of their respective Regional Office.

#### 4. Schools Division Superintendent

- a. Officially designated as the Project Sponsor for the SDOs Project Management Team.
- b. Responsibilities:
  - Carry out the instructions of the RPMT on the procedures of validation and submission of requirements.
  - Oversee the activities, submit the weekly status of submissions to the RPMT and other related activities.
  - Provide the support needed by the PNPKI Division Project Management Team (DPMT).
  - May opt to add member/s to the DPMT as needed.

#### 5. Division Information Technology Officers (DITOs)

- a. Officially designated as RPMT member, Division Focal Person, and Division Project Manager effective immediately.
- b. Responsibilities
  - Assist the RPMT in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity.
  - Perform directions of RPMT on the validation and submission of PNPKI requirements within the Division.
  - May opt to add member/s to the DPMT as needed.
  - Coordinate and assist the applicants on how to fill out the application form and other requirements.
  - Assist in resolving issues and concerns in relation to the activity.

#### 6. Division Administrative Officer Personnel

- a. Officially designated as DPMT member effective immediately.
- b. Responsibilities:
  - Support and assist the DPMT Lead in the execution of responsibilities.
  - Issue certification that the list of names appearing in the PNPKI Bulk Application Data Form are legitimate DepEd employees/personnel of their respective SDOs or Public Elementary & Secondary Schools.
  - Assist in resolving issues and concerns in relation to the activity.

#### 7. School Head

- a. Designated as Project Sponsor for the School's Project Management Team (SPMT) for PNPKI affairs.
- b. Responsibilities:
  - Oversee the activities, submit the weekly status of submissions to the DPMT.
  - May recommend members for the SPMT to the Division Project Manager then for approval of the Division Project Sponsor.
  - Provide the support needed by the designated SPMT in the school.
  - May opt to add member/s to the SPMT as needed.
  - Ensure the submission of PNPKI application forms of all School Personnel to the DPMT.

**REGIONAL PNPKI SUBMISSION CHANNELS**

**Annex C**

| <b>Regions/Provinces Covered</b>   | <b>Email Address</b>      |
|--|---------------------------|
| <b>NCR</b>   | info.pnpki@dict.gov.ph    |
| <b>CAR</b>   | car.pnpki@dict.gov.ph     |
| <b>Region 1</b>  | r1.pnpki@dict.gov.ph      |
| <b>Region 2</b>  | r2.pnpki@dict.gov.ph      |
| <b>Region 3</b>  | r3.pnpki@dict.gov.ph      |
| <b>Region 4A</b>   | r4a.pnpki@dict.gov.ph     |
| <b>MIMAROPA</b>  | r4b.pnpki@dict.gov.ph     |
| <b>Region 5</b>  | r5.pnpki@dict.gov.ph      |
| <b>Region 6</b>  | r6.pnpki@dict.gov.ph      |
| <b>Region 7</b>  | r7.pnpki@dict.gov.ph      |
| <b>Region 8</b>  | r8.pnpki@dict.gov.ph      |
| <b>Region 9</b>  | r9.pnpki@dict.gov.ph      |
| <b>Region 10</b>   | r10.pnpki@dict.gov.ph     |
| <b>Region 11</b>   | r11.pnpki@dict.gov.ph     |
| <b>Region 12</b>   | r12.pnpki@dict.gov.ph     |
| <b>Region 13</b>   | r13.pnpki@dict.gov.ph     |
| <p><b>NOTE:</b><br/>                     For BARMM MBHTE applicants, refer to the details below on where to submit PNPKI Application Forms as well as the certified PNPKI (P12) Bulk Application Data Forms based on the location of the employee's workstation.</p> |                           |
| <b>BASULTA (Basilan, Sulu and Taw-Tawi)</b>  | basulta.pnpki@dict.gov.ph |
| <b>Maguindanao and Lanao Del Sur</b>   | r12.pnpki@dict.gov.ph     |



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**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.

**Regional Representations to be indicated in Item 40\* (Organization):**

| <b>Regions</b>   | <b>To be indicated in the PNPKI Application Form:</b> |
|--|---|
| <b>National Capital Region</b>   | NCR   |
| <b>Cordillera Administrative Region</b>  | CAR   |
| <b>Region 1</b>  | Region I  |
| <b>Region 2</b>  | Region II   |
| <b>Region 3</b>  | Region III  |
| <b>Region 4A</b>   | Region IV-A   |
| <b>MIMAROPA</b>  | MIMAROPA  |
| <b>Region 5</b>  | Region V  |
| <b>Region 6</b>  | Region VI   |
| <b>Region 7</b>  | Region VII  |
| <b>Region 8</b>  | Region VIII   |
| <b>Region 9</b>  | Region IX   |
| <b>Region 10</b>   | Region X  |
| <b>Region 11</b>   | Region XI   |
| <b>Region 12</b>   | Region XII  |
| <b>Region 13 (CARAGA)</b>  | CARAGA  |
| <b>Bangsamoro Autonomous Region of Muslim Mindanao<br/>Ministry of Basic, Higher and Technical Education</b> | BARMM MBHTE   |

**DepEd Field Units****1. For Regional Office Personnel**

- For 4O (Organization) - DEPARTMENT OF EDUCATION - (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) - (**COMPLETE ASSIGNED WORKSTATION**)

Example:

|   |  |  |
|---|--|--|
| 4O* Organization / Agency / Company             | DEPARTMENT OF EDUCATION-NCR              |  |
| 4P* Organizational Unit / Department / Division | OFFICE OF THE REGIONAL DIRECTOR-ICT UNIT |  |

**2. For Schools Division Office (SDO) Personnel**

- For 4O (Organization) - DEPARTMENT OF EDUCATION - (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) -

**(SDO Represented) - (Complete Assigned Workstation)**

Example:

|   |   |  |
|---|---|--|
| 4O* Organization / Agency / Company             | DEPARTMENT OF EDUCATION-NCR                                     |  |
| 4P* Organizational Unit / Department / Division | SDO QUEZON CITY - OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT |  |

**3. For Public Elementary and Secondary Schools Personnel**

- For 4O (Organization) - DEPARTMENT OF EDUCATION - (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) -

**(SDO Represented) - (Currently Assigned School [School ID])**

Example:

|   |  |  |
|---|--|--|
| 4O* Organization / Agency / Company             | DEPARTMENT OF EDUCATION-NCR                  |  |
| 4P* Organizational Unit / Department / Division | SDO QUEZON CITY - NORTH FAIRVIEW ES (123456) |  |

**NOTE:**

For SDOs and Public Elementary and Secondary Schools, please ensure that you have indicated if the SDO is a province or a city to avoid confusion.

Example: SDO Cebu Province  
SDO Cebu City

**FOR BARMM MBHTE UNITS:**

**1. For BARMM MBHTE Regional Office Personnel**

- For 4O (Organization) – DEPARTMENT OF EDUCATION – BARMM MBHTE
- For 4P (Organizational Unit/Department/Division) –  
**(COMPLETE ASSIGNED WORKSTATION)**

Example:

|   |   |
|---|---|
| 4O* Organization / Agency / Company             | DEPARTMENT OF EDUCATION-BARMM MBHTE                             |
| 4P* Organizational Unit / Department / Division | OFFICE OF THE MINISTER FOR BASIC HIGHER AND TECHNICAL EDUCATION |

**2. For Schools Division Office (SDO) Personnel**

- For 4O (Organization) – DEPARTMENT OF EDUCATION – BARMM MBHTE
- For 4P (Organizational Unit/Department/Division) –

**(SDO Represented) - (Complete Assigned Workstation)**

Example:

|   |   |
|---|---|
| 4O* Organization / Agency / Company             | DEPARTMENT OF EDUCATION-BARMM MBHTE                             |
| 4P* Organizational Unit / Department / Division | DIVISION OF SULU- OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT |

**3. For Public Elementary and Secondary Schools Personnel**

- For 4O (Organization) – DEPARTMENT OF EDUCATION – BARMM MBHTE
- For 4P (Organizational Unit/Department/Division) –

**(SDO Represented) - (Currently Assigned School [School ID])**

Example:

|   |                                     |
|---|-------------------------------------|
| 4O* Organization / Agency / Company             | DEPARTMENT OF EDUCATION-BARMM MBHTE |
| 4P* Organizational Unit / Department / Division | SDO-SULU-SIAS EAST ES: (123456)     |



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



# PHILIPPINE NATIONAL PKI

## APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

**Instructions:**

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**.



|   |  |  |   |                                 |  |
|---|--|--|---|---------------------------------|--|
| <b>1. CERTIFICATE CLASS</b>   |  | <b>2. CERTIFICATE TYPE</b>   |   | <b>3. METHOD OF ACTIVATION</b>  |  |
| 1A Individual   |  | 2A <input checked="" type="checkbox"/> Signing   | 2B <input checked="" type="checkbox"/> Authentication |                                 | 3A <input checked="" type="checkbox"/> Online Download |
| <b>4. APPLICANT'S DETAILS</b>   |  |  |   |                                 |  |
| 4A* Last Name   |  | 4B* First Name   |   | 4C* Middle Name                 |  |
| DELA CRUZ   |  | JUAN   |   | PABLO                           |  |
| 4E* Gender  |  | 4F* Nationality  |   | 4G* Date of Birth               |  |
| Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>                        |  | FILIPINO   |   | 23/01/2000                      |  |
| 4H* TIN   |  | 4I SSS No.   |   | 4J GSIS No.                     |  |
| 123-456-789   |  |  |   |                                 |  |
| 4K Philhealth   |  | 4L Pag-ibig No.  |   | 4M CRN No.                      |  |
|   |  |  |   |                                 |  |
| 4N Other IDs presented during face to face verification   |  |  |   |                                 |  |
| 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                  |  |
| 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"/> |   |                                 |  |
| 4T Mother's Maiden Name   |  | 4U Father's Name   |   | 4V Other Information            |  |
|   |  |  |   |                                 |  |
| <b>5. CONTACT DETAILS</b>   |  |  |   |                                 |  |
| <b>Residential Address</b>  |  |  |   |                                 |  |
| 5A* Unit/Room/House No.   |  | 5B* Street   |   | 5C* Barangay                    |  |
| 1234  |  | I LOVE YOU STREET  |   | BARANGAY NORTH FAIRVIEW         |  |
| 5D* Municipality/City   |  | 5E* Province   |   | 5F* Zip Code                    |  |
| QUEZON CITY   |  | METRO MANILA   |   | 1100                            |  |
| 5G Landline No.   |  | 5H* Mobile No.   |   | 5I* Official Work Email Address |  |
|   |  | 639999999999   |   | juan.dela_cruz@deped.gov.ph     |  |
| * PNPKI-related emails will be sent to this email address                                       |  |  |   |                                 |  |
| <b>Office Address</b>   |  |  |   |                                 |  |
| 5K Unit/Room/Floor No.  |  | 5L Building  |   | 5M Street                       |  |
|   |  |  |   |                                 |  |
| 5N 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:**

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**.



|   |  |  |   |                                 |  |
|---|--|--|---|---------------------------------|--|
| <b>1. CERTIFICATE CLASS</b>   |  | <b>2. CERTIFICATE TYPE</b>   |   | <b>3. METHOD OF ACTIVATION</b>  |  |
| 1A Individual   |  | 2A <input checked="" type="checkbox"/> Signing   | 2B <input checked="" type="checkbox"/> Authentication |                                 | 3A <input checked="" type="checkbox"/> Online Download |
| <b>4. APPLICANT'S DETAILS</b>   |  |  |   |                                 |  |
| 4A* Last Name   |  | 4B* First Name   |   | 4C* Middle Name                 |  |
| DELA CRUZ   |  | JUAN   |   | PABLO                           |  |
| 4E* Gender  |  | 4F* Nationality  |   | 4G* Date of Birth               |  |
| Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>                        |  | FILIPINO   |   | 23/01/2000                      |  |
| 4H* TIN   |  | 4I SSS No.   |   | 4J GSIS No.                     |  |
| 123-456-789   |  |  |   |                                 |  |
| 4K Philhealth   |  | 4L Pag-ibig No.  |   | 4M CRN No.                      |  |
|   |  |  |   |                                 |  |
| 4N Other IDs presented during face to face verification   |  |  |   |                                 |  |
| 4O* Organization / Agency / Company   |  |  |   |                                 |  |
| DEPARTMENT OF EDUCATION-NCR   |  |  |   |                                 |  |
| 4P* Organizational Unit / Department / Division   |  |  |   |                                 |  |
| QUEZON CITY - NORTH FAIRVIEW ES (123456)  |  |  |   |                                 |  |
| 4Q Marital Status   |  | 4R Employment Status   |   | 4S Spouse 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"/> |   |                                 |  |
| Last Name   |  | First Name   |   | Middle Name                     |  |
|   |  |  |   |                                 |  |
| 4T Mother's Maiden Name   |  | 4U Father's Name   |   | Name Extension (JR/SR/III)      |  |
|   |  |  |   |                                 |  |
|   |  |  |   | Birthdate (DD/MM/YYYY)          |  |
|   |  |  |   | Living / Deceased               |  |
|   |  |  |   |                                 |  |
| <b>5. CONTACT DETAILS</b>   |  |  |   |                                 |  |
| <b>Residential Address</b>  |  |  |   |                                 |  |
| 5A* Unit/Room/House No.   |  | 5B* Street   |   | 5C* Barangay                    |  |
| 1234  |  | I LOVE YOU STREET  |   | BARANGAY NORTH FAIRVIEW         |  |
| 5D* Municipality/City   |  | 5E* Province   |   | 5F* Zip Code                    |  |
| QUEZON CITY   |  | METRO MANILA   |   | 1100                            |  |
| 5G Landline No.   |  | 5H* Mobile No.   |   | 5I* Official Work Email Address |  |
|   |  | 639999999999   |   | juan.dela_cruz@deped.gov.ph     |  |
| * PNPKI-related emails will be sent to this email address                                       |  |  |   |                                 |  |
| <b>Office Address</b>   |  |  |   |                                 |  |
| 5K Unit/Room/Floor No.  |  | 5L Building  |   | 5M Street                       |  |
|   |  |  |   |                                 |  |
| 5N Municipality/City  |  | 5P Province  |   | 5Q Zip Code                     |  |
|   |  |  |   |                                 |  |
|   |  | 5R Landline No.  |   |                                 |  |
|   |  |  |   |                                 |  |

SAMPLE ONLY

PNPKI RA Form 2018-01A

Version 4 Date Revised August 2022



## SUBSCRIBER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR YOUR ORGANIZATION. BY APPLYING FOR A DIGITAL CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU HAVE PROBLEMS UNDERSTANDING THIS AGREEMENT, E-MAIL US AT support.pnpki@dict.gov.ph.

### 1.0 Definitions

**Applicant:** The individual that applies for (or seeks renewal of) a Digital Certificate naming it as the "Subject".

**Certification Practice Statement (CPS)** - A statement of the practices that a certification authority employs in issuing, managing, revoking, and renewing or re-keying certificates.

**Certificate Policy (CP)** - A named set of rules that indicate s the applicability of a certificate to a particular community and/or class of application with common security requirements. For example, a particular CP might indicate applicability of a type of certificate to the authentication of parties engaging in business-to-business transactions for the trading of goods or services within a given price range.

**Certificate Revocation List ("CRL")** - A collection of electronic data containing the list of serial numbers revoked or suspended by the Certificate Authority

**Online Certificate Status Protocol ("OCSP")** - An Internet Protocol (IP) used to obtain the real time revocation status of a digital certificate. It is used as an online faster alternative to CRL list.

**Public Key** - A mathematical key which is available publicly and which is used to verify Digital Signatures created with the matched Private Key and to encrypt electronic data which can only be decrypted using the matched Private Key

**Private Key** - A mathematical key which is kept private to the owner and which is used to create Digital Signatures or to decrypt electronic data.

**Registration Authority (RA)** - An entity that is responsible for one or more of the following functions: the identification and authentication of certificate applicants, the approval or rejection of certificate applications, initiating certificate revocations or suspensions under certain circumstances, processing subscriber requests to revoke or suspend their certificates, and approving or rejecting requests by subscribers to renew or re-key their certificates. RAs, however, do not sign or issue certificates (i.e., an RA is delegated certain tasks on behalf of a CA).

**Subscriber** - A subject of a certificate who is issued a certificate.

### 2.0 Authority to Use Digital Certificates

**2.1 Grant of Authority** As from the Effective Date up to the validity period of any issued Digital Certificate ("Valid from" date to "Valid to" date), PNPKI grants to the Subscriber the authority to use the requested Digital Certificate in conjunction with Private Key and/or Public Key operations. The obligations of the subscriber (see section 4.0) with respect to Private Key protection are applicable from the effective date.

**2.2 Limitations on Authority** The digital certificate cannot be used for purposes other than what is allowed in this Subscriber Agreement and the CPS.

### 3.0 Use of PNPKI Digital Certificate

The subscriber shall use the certificate for its lawful and intended use only. The certificate shall be used in accordance with its Key-Usage field extensions. All issued certificate by PNPKI cannot be used for purposes other than what is allowed in this subscriber agreement and by the CPS. PNPKI shall not be liable for any claims arising from prohibited use.

### 3.1 Acceptance of a Digital Certificate

The following conduct constitutes certificate acceptance:

- A certificate shall be deemed accepted when it is in the subscriber or representative control;
- Failure of the subscriber to object to the certificate or its content within five (5) calendar days; or
- The subscriber uses the certificate.

### 3.2 Revocation of Digital Certificates

A certificate shall be revoked when the bind between the subject and the subject's public key is no longer valid. An end-user subscriber certificate can be requested for revocation under any of the following conditions:

- When a verified request for revocation is received by PNPKI CA or RA;
- When any of the information found in the certificate is changed or no longer applicable;
- When the Private Key, or the media holding the Private Key, associated with the certificate is compromised;
- When the PNPKI CA determines that the end-user entity is no longer complying with the requirements of by the CPS and this subscriber agreement; or
- When the PNPKI CA has the reason to believe that the certificate was issued in a manner that is not in accordance with the procedures required by the CPS and this subscriber agreement.
- When subscriber requested revocation of the Certificate;



#### 4.0 Subscriber Obligations

This Agreement governs the subscriber's application for, acceptance, and use of, a digital certificate issued by the RA.

- a) The provisions of the Root CA CP/CPS, GovCA CP/CPS, and other pertinent documents are binding upon the subscriber.
- b) All the information provided in the digital certificate application form is true and correct.
- c) The use of the digital certificate shall be for the sole use of the subscriber.
- d) The subscriber will not, under any circumstances, allow any other person to use the digital certificate. Any such use by another person constitutes a compromise of the associated private key, requiring the revocation of the digital certificate.
- e) The subscriber shall protect the confidentiality of the private key associated with his or her digital certificate as well as any PIN number or other means used to activate the private key.
- f) The subscriber shall remain solely responsible for the maintenance of the confidentiality of the certificate.
- g) The subscriber shall not use the digital certificate for any unlawful purpose, or for any purpose that does not have anything to do with accessing the PKI information systems or transactions using the digital certificates.
- h) The subscriber shall promptly request the RA to revoke the digital certificate upon knowing or suspecting inaccurate information, loss, exposure or compromise of the associated private key.
- i) The subscriber shall not tamper, interfere with, or reverse-engineer any technical implementation of the digital certificate or its use, or in any manner seek to compromise the security provided by the RA and the National PKI system.
- j) The subscriber accepts the risk of an undetected compromised digital certificate or associated private key, which may be used to operate the said subscriber.

#### 5.0 Permission to Publish Information

The Subscriber agrees that PNPKI may publish the serial number of the Subscriber's Digital Certificate in connection with PNPKI's dissemination of CRLs and CPS.

#### 6.0 Disclaimer

PNPKI shall not be liable for any claims arising from prohibited use of Digital Certificates issued by GovCA. PNPKI will not be liable if the user has not respected his obligations mentioned in the CPS and in this agreement.

#### 7.0 Term and Termination

This agreement shall terminate upon

- a) The expiry date of any Digital Certificate issued to the Subscriber
- b) Any failure to comply with any of the subscriber obligations mentioned in this Subscriber Agreement

#### 8.0 Effect of termination

Upon termination of this Subscriber Agreement for any reason, PNPKI may revoke the Subscriber's Digital Certificate in accordance with PNPKI revocation procedures.

#### 9.0 CP and CPS Information

The digital certificate contains information provided by the subscriber, which is authenticated by the RA in accordance with the requirements set out in the CA CP and CPS, available for viewing and download at [dic.gov.ph/pnпки/](http://dic.gov.ph/pnпки/).

Date:  Place:  Name of Applicant:

Signature:

*Juan Dela Cruz*

(Please sign in the presence of an administering officer)



6. DECLARATION

I hereby agree that I have read and understood the provisions of the Subscriber's Agreement; that all information provided and documents submitted in relation to this application is true and correct to the best of my knowledge; that I am duly authorized to make this application; that I consent to the subscriber agreement and will abide by the same; that I accept the publication of my certificate information. I authorize and expressly give consent to the National PKI through its authorized representative(s) to verify my personal information from whatever source it deems appropriate.

Date: 11 SEPTEMBER 2023 Place: DEPED, PASIG CITY Name of Applicant: DELA CRUZ, JUAN

Signature: Juan Dela Cruz

7. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

Present the ff. original documents with photocopy to our Registration Authority for verification and attestation

Required Documents:

Philippine National ID (PhilID) only

In the absence of National ID (PhilID), provide any two (2) of the following Documents or ID's:

- Birth certificate OR valid Passport
Unified Multi-Purpose Identification Card (UMID) Compliant Card
Alien Certificate of Registration (ACR) card for foreigners

In the absence of UMID Compliant card, any two (2) of the following cards are allowed as valid ID's:

- LTO Driver's License
Professional Regulation Commission (PRC) ID
National Bureau of Investigation (NBI) Clearance
Police Clearance Certificate
Postal Identity Card
COMELEC Voter's ID
Government Service Insurance System (GSIS) e-Card
Government Office and GOCC ID, e.g. Armed Forces of the Philippines (AFP ID), Home Development Mutual Fund (HDMF)
Social Security System (SSS) Card
Senior Citizen Card
Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
Overseas Workers Welfare Administration (OWWA) ID / Overseas Filipino Worker (OFW) ID
Seaman's Book
Alien Certification of Registration/Immigrant Certificate of Registration
Integrated Bar Of The Philippines ID
Department of Social Welfare and Development (DSWD) Certification
Company IDs Issued by Private Entities or Institutions Registered with or Supervised or Regulated either by the BSP, SEC, or IC

8. DISCLAIMER

The collected personal information is utilized solely for documentation and processing purposes within the DICT and is not shared with any outside parties, in accordance with the Data Privacy Act of 2012.

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Code: Name:
Signature:
Date: 11 SEPTEMBER 2023 Place: DEPED, PASIG CITY

RA Seal and Stamp



THIS FORM IS NOT FOR SALE

