



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

05 August 2021

DIVISION MEMORANDUM  
No. 304, s. 2021

**ADMINISTRATION OF THE LEARNING MANAGEMENT SYSTEM AND  
WALKTHROUGH ON THE COURSES ON PNPKI APPLICATION AND FOR ICT  
COORDINATORS**

To: **Anna Mae M. Atillo, AO-IV**  
**Felanie Marie A. Lim, AO - II**  
**Rosa Maria M. Rebusto, AO - II**  
**Sherrie R. Dungog, ITO - I**  
This Division

1. Relative to OUA Memo 00-0821-0029, it is hereby directed that the personnel to whom this memo is addressed to will join the Session 2 meeting on August 6, 2021, from 10:30 AM to 12:00 NN.
2. The participants are required to register on the link below on or before August 6, 2021.

Link: [https://bit.ly/PNPKI\\_Session2](https://bit.ly/PNPKI_Session2)

3. The meeting links will be sent thru the registered email address.
4. See table below for the different roles assumed by the selected personnel.

ROLE	NAME
Division PNPKI Lead	Sherrie R. Dungog
Division Certification Team Lead	Anna Mae M. Atillo
Division Validation Team	Felanie Marie A. Lim
Division PNPKI Team Member	Rosa Maria M. Rebusto

5. The participants are required to have with them the softcopy of their accomplished PNPKI application from (e-signature & passport-size picture already affixed). Application form is available for download in this link:

[https://bit.ly/DepEd\\_PNPKIApplicationForm](https://bit.ly/DepEd_PNPKIApplicationForm)





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6. For more details, please see enclosed copy of the OUA Memo 00-0821-0029.
7. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
8. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

ICT      Personnel

OSDS/SRD





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

**OUA MEMO 00-0821-0029**  
**MEMORANDUM**  
04 August 2021

For: **Regional Directors and BARMM Education Minister**  
**All Regional PNPKI Focal Person and Team Members**  
**Schools Division Superintendents**  
**Division PNPKI Lead and Team Members - All Regions**  
**Public School Heads**

Subject: **ADMINISTRATION OF THE LEARNING MANAGEMENT SYSTEM AND WALKTHROUGH ON THE COURSES ON PNPKI APPLICATION AND FOR ICT COORDINATORS**

Upon the request of the Regional PNPKI Team Leads, the ICT Service invites **Members of the Region and Division PNPKI Teams** on Friday, the **6th of August 2021** from **9:30 AM to 12 NN**.

**Session 1 - 9:30 AM to 10:30 AM**

- **Participants - Strictly for Regional PNPKI Focal Person + 1 Regional Member only**
- **Register once for both sessions**  
[https://bit.ly/PNPKI\\_FOCAL](https://bit.ly/PNPKI_FOCAL) on or before **06 August**.
- **Agenda:** Administration of the Regional & Division Learning Management Systems (LMS)

**Session 2 - 10:30 AM to 12 NN**

- **Participants** are Session 1 Participants & Members of the Regional & Division PNPKI Team
- **Register here** [https://bit.ly/PNPKI\\_Session2](https://bit.ly/PNPKI_Session2) on or before **06 August**.
- **Agenda:** Division LMS Administration; Walkthrough with hands-on on the LMS Courses; Other Matters.

Meeting **links** will be sent thru the **registered email address**. Please refer to **Annex A** for other details of this meeting - sessions.

For any questions and concerns, please contact Mr. Hubert Cordial via email or chat (MS Teams) at [hubert.cordial@deped.gov.ph](mailto:hubert.cordial@deped.gov.ph).

**ALAIN DEL B. PASCUA**  
Undersecretary



**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](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



## ANNEX A

### 1) PRE - WORK

Attendees are required to have with them the softcopy of their accomplished **PNPKI application form** (e-signature & passport-size picture already affixed). Application form is available for download in this link: [https://bit.ly/DepEd\\_PNPKIApplicationForm](https://bit.ly/DepEd_PNPKIApplicationForm)

### 2) Expected of participants

Please refer to the table below for number of personnel allotted per region.

REGION	SDOs	RFP	RCL	RTM	DPL	DCTL	DVT /DCT / DPTM	TOTAL
<b>TOTAL</b>		<b>17</b>	<b>17</b>	<b>17</b>	<b>223</b>	<b>223</b>	<b>669</b>	<b>1,166</b>
I	14	1	1	1	14	14	42	73
<b>II</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>9</b>	<b>27</b>	<b>48</b>
III	20	1	1	1	20	20	60	103
<b>IVA</b>	<b>21</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>21</b>	<b>21</b>	<b>63</b>	<b>108</b>
IVB	7	1	1	1	7	7	21	38
<b>V</b>	<b>13</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>13</b>	<b>39</b>	<b>68</b>
VI	20	1	1	1	20	20	60	103
<b>VII</b>	<b>19</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>19</b>	<b>19</b>	<b>57</b>	<b>98</b>
VIII	13	1	1	1	13	13	39	68
<b>IX</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>24</b>	<b>43</b>
X	14	1	1	1	14	14	42	73
<b>XI</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>11</b>	<b>33</b>	<b>58</b>
XII	8	1	1	1	8	8	24	43
<b>XIII</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>12</b>	<b>12</b>	<b>36</b>	<b>63</b>
CAR	8	1	1	1	8	8	24	43
<b>NCR</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>	<b>16</b>	<b>48</b>	<b>83</b>
BARMM	10	1	1	1	10	10	30	53
<b>CO</b>								<b>15</b>

Legend:

<b>RFP</b>	Regional Focal Person (RITOs)
<b>RCTL</b>	Regional Certification Team Leads (Regional AO Personnel)
<b>RTM</b>	Regional Team Member
<b>DPL</b>	Division PNPKI Lead (DITOs)

<b>DCTL</b>	Division Certification Team Lead (Division AO Personnel)
<b>DVT*</b>	Division Validation Team
<b>DCT*</b>	Division Certification Team
<b>DPTM</b>	Division PNPKI Team Member (Select Sch ICT Coordinator/AO, etc.) <b>DVT &amp; DCT</b> are also members of DPTM



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