



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

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23 August 2021

DIVISION MEMORANDUM  
No. 317, s. 2021

**SUBMISSION OF PNPKI APPLICATION FORM**

To: **Schools Division Superintendent**  
**Assistant Schools Division Superintendent**  
**Chief Education Program Supervisor (CID)**  
**Chief Education Program Supervisor (SGOD)**  
**Education Program Supervisors**  
**Section Heads**  
**Public Elementary School Heads**  
**Public Secondary School Heads**  
**Teaching and Non-Teaching Personnel (Board of Election Officers)**  
**Teaching and Non-Teaching Personnel (Election Supervisor and Staff)**  
**Teaching and Non-Teaching Personnel (Procurement Signatories)**  
**Teaching and Non-Teaching Personnel (COA Documents Signatories)**  
**All Others Concerned**  
This Division

1. Relative to OUA Memo 00-0721-0166 titled "Orientation of School ICT Coordinators and Teachers on the Use of the Learning Management System (LMS) for Microsoft 365 Password Reset and Application for PNPKI Digital Signatories", the Office of the Undersecretary for Administration (OUA) through the Information and Communication Technology Service (ICTS) enjoins school ICT Coordinators and Teachers who will serve in the 2021 National and Local Elections to attend the said orientation to accomplish the application for PNPKI digital signatures, as required by the Department of Information and Communication Technology (Asynchronous training for teachers who will serve in the election).
2. Together with the personnel who will serve in the election, all key personnel of the Division Office and the schools who are signatories of documents related to COA and procurement, are also required to go through the training via Learning Management System to be oriented about PNPKI, submit the filled out PNPKI application for validation and answer the questionnaire.





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3. Even those who have submitted their application through COMELEC are requested to process their PNPKI digital signature through the Learning Management System.
4. Individuals who want to process their PNPKI Digital signatures can also go through the Learning Management System to submit their PNPKI Application form.
5. All required personnel are directed to follow the instruction provided in the LMS on how to fill out the form. The attached picture on the form should be a passport size photo and should include the shoulders of the applicant. Also, the attached e-signature should be clear with a white background.
6. For technical concerns, please contact your Schools ICT Coordinator. Or submit Technical Assistance Request Form online accessible from the link below:

Link: <https://bit.ly/3y3stsQ>

Or you can go to the website at <https://depedelsalvadorcity.net> to click on the link to fill out the ICT Technical Assistance Request Form. And follow the pictures shown below as guide on which tab and button to click.





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DEPARTMENT OF EDUCATION  
**DIVISION OF EL SALVADOR CITY**  
ZONE 3, POBLACION, EL SALVADOR CITY  
MISAMIS ORIENTAL

HOME ABOUT ISSUANCES CAREER OPPORTUNITIES CALENDAR OF EVENTS TRANSPARENCY DOWNLOADABLE FORMS ONLINE REQUEST RESEARCH & INNOVATION  
LMS FEEDBACK

Online Request

HRD TECHNICAL ASSISTANCE REQUEST FORM

ICT UNIT - Technical Assistance Request Form

OLGA C. ALONZO, Ph.D., CESB  
DIC - Schools Division Superintendent

7. All teachers are required to have their filled out PNPKI Application form checked first by the Schools ICT Coordinator before submitting it on the Learning Management System.
8. For those who have submitted their form and received correction, please re-submit your corrected application form.
9. The validation team will check all application form to ensure that all application form have followed the prescribed format.
10. The submission of the PNPKI Application form is on or before August 25, 2021, to give ample time to process the validation of the Division Office and Regional Office.
11. 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.
12. Immediate and wide dissemination of this memorandum is desired.





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A handwritten signature in black ink, appearing to read "O.C. Alonsabe".

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

