



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

27 January 2022

DIVISION MEMORANDUM
No. 049, s. 2022

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

To: **All Non-Teaching Personnel**
All Teaching Personnel
All Others Concerned
This Division

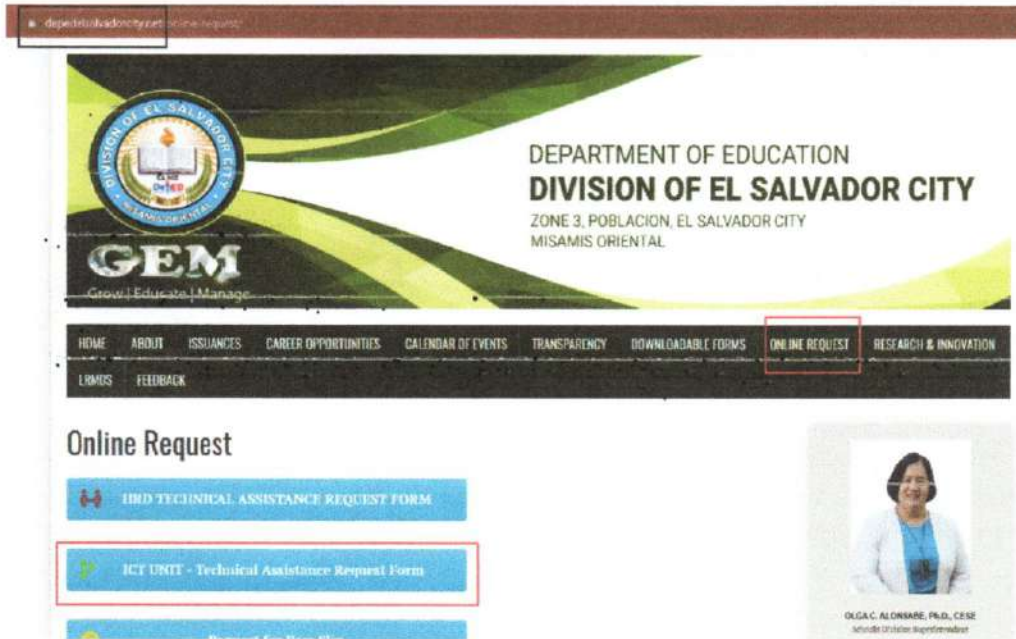
1. Relative to OUA Memo 00-0122-0130 titled “Important Reminders on Applications for PNPKI Digital Certificates”, the Department of Information and Communication Technology is reminding all PNPKI Applicants of the following:
 - a. Always check your DepEd Email inbox (including SPAM folder) for PNPKI email notification.
 - b. 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-you-PNPKI-certificates-1.pdf>.
 - c. After downloading the p12 file, ensure to keep this file in a secure location since you can only download it once.
2. For a video tutorial on how to request for the digital certificate (p12 file), you may check your DepEd Email and look for the email with subject “PNPKI_Enrollment, Installation and Utilization of the PNPKI Certificate” from sherrie.dungog@deped.gov.ph dated November 24, 2021.
3. For inquiries and assistance, you may follow the steps below:
 - a. Go to the website by accessing depedelsalvadorcity.net.
 - b. Click the Online Request tab.
 - c. Click the “ICT Unit – Technical Assistance Request Form” button.





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- d. Fill out the form and submit.
- e. See screenshot below as visual guide.



- 4. 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.
- 5. Immediate and wide dissemination of this memorandum is desired.


OLGA C. ALONSABE, PhD, CESE
Schools Division Superintendent

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

ICT
OSDS/SRD

