

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

24 September 2024

DIVISION MEMORANDUM
 No. 370, s. 2024

APPLICATION OF DEPED FIELD OFFICES FOR PNPKI DIGITAL CERTIFICATES

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
All Others Concerned
 This Division

1. Relative to OUA-OUT-102623-11-1, the Department of Education (DepEd) in partnership with the Department of Information and Communications Technology (DICT) have applied for the issuance of the Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for its employees.
2. It is directed that the listed personnel below are required to apply for PNPKI Digital Certificate:
 - a. All personnel who will serve during the 2025 Election
 - b. All School Heads
 - c. All members of the Bids and Awards Committee in the Division Office
3. Interested personnel who will not serve the election this 2025 may also submit their application for consideration.
4. To process the application, the school and Division Office personnel must accomplish the templates Annex A and Annex B found on this link: <https://tinyurl.com/ElSalvadorPNPKI2024> and place the accomplished templates on the designated folder of each school and the Division Office.
5. The file name format for the documents are as follows:

Type of Form	File Name Format
Annex A (Editable PDF File)	LastName_FirstName_SchoolID_R10_ElSalvador
Annex B (Excel file)	SchoolID_R10_ElSalvador



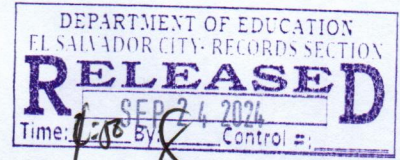
Address: Zone 3, Poblacion, El Salvador City
 Telephone No: (088) 882-6326
 Website: www.depedelsalvadorcity.net
 Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
 Forging Partners





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



6. To ensure the accuracy of the information to be submitted and establish accountability, the personnel must review all information entered on templates for Annex A and Annex B.

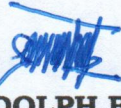
7. The deadline of submission are as follows:

Type of Form	Deadline of Submission
Annex A (Editable PDF File)	October 15, 2024
Annex B (Excel file)	September 30, 2024

8. For inquiries, please contact the Division IT Officer at sherrie.dungog@deped.gov.ph or through 09177154632.

9. This Memorandum adheres 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.

10. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

INFORMATION AND COMMUNICATION TECHNOLOGY

OSDS/SRD

