



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

27 JAN 2022

Effectivity Date 08/05/2021
Revision No. 01

DIVISION MEMORANDUM
No. **018**, s. 2022

27 Jan 2022

IMPORTANT REMINDERS ON APPLICATIONS FOR PNPKI DIGITAL CERTIFICATES

To : Assistant Schools Division Superintendent,
Chief, School Governance and Operations Division,
Chief, Curriculum Implementation Division,
All School Heads,
All Others Concerned.

1. This refers to the letter from the Department of Information and Communications Technology (DICT) dated 18 January 2022 regarding the implementation of the Philippine National Public Key Infrastructure (PNPKI) digital certificate for use of the Electoral Boards in the National and Local Elections (NLE) 2022.

While PNPKI Support Teams are currently able to address concerns related to the application process (i.e., applicants needing to correct their personal information, change or recover passwords, etc.), they may get overwhelmed once they receive the bulk support requests in short notice. With this, they might not be able to provide assistance on time or before NLE 2022.

2. To avoid this and other issues as well as to ensure smooth operations, the Office of the Undersecretary for Administration (OUA) disseminates the following reminders of the DICT to the PNPKI applicants:
 1. Always check your email inbox (including spam folder) for the PNPKI email notification. Please refer to the email accounts that were used in your PNPKI application.
 2. 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-your-PNPKI-certificates-1.pdf>
 3. After downloading the p12 file, ensure to keep this file in a secure location.


For more information, kindly refer to the attached copy of the letter and OUA Memorandum No. 00-0122-0082 titled PNPKI Status Update as of January 19, 2022.

3. Should there be questions and clarifications, you may course them thru the Division Information, Communication and Technology Unit (ICT Unit) at (049) 547 - 0105.



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna
Website: depedbinancity.com.ph
Email: deped.binancity@deped.gov.ph
Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746

4. Immediate dissemination of this Memorandum is earnestly desired.


EDNA FAURA AGUSTIN
Schools Division Superintendent

Encl: OUA MEMO 00-0122-0130

Reference: OUA MEMO 00-0122-0130 – Important Reminders On Applications For PNPKI Digital Certificates

OSDS/ICT / DM- Important Reminders On Applications For PNPKI
Digital Certificates
275 / 01/26/2022

Regional Directors
Schools Division Superintendents
School Heads
Teachers
All Others Concerned

SUBJECT: IMPORTANT REMINDERS ON APPLICATIONS FOR PNPKI DIGITAL CERTIFICATES

The Office of the Schools Division Superintendent is hereby directed to disseminate the following information to all concerned offices and personnel regarding the PNPKI Digital Certificates. The PNPKI Digital Certificates are required for the submission of applications for the PNPKI Digital Certificates. The PNPKI Digital Certificates are required for the submission of applications for the PNPKI Digital Certificates.

While PNPKI Support Teams are available to address concerns related to the application process, any delay in the submission of applications may result in the cancellation of the application. It is recommended that all concerned offices and personnel ensure that the application is submitted on time and in accordance with the guidelines. The PNPKI Digital Certificates are required for the submission of applications for the PNPKI Digital Certificates.

For this and other reasons, it is recommended that all concerned offices and personnel ensure that the application is submitted on time and in accordance with the guidelines. The PNPKI Digital Certificates are required for the submission of applications for the PNPKI Digital Certificates.

Once the application is received, the Office of the Schools Division Superintendent will process the application and issue the PNPKI Digital Certificate. The PNPKI Digital Certificate is required for the submission of applications for the PNPKI Digital Certificates.

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0122-0130
MEMORANDUM
25 January 2022

For: **Regional Directors**
Schools Division Superintendents
School Heads
Teachers
All Others Concerned

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

This refers to the letter from the Department of Information and Communications Technology (DICT) dated 18 January 2022 regarding the implementation of the Philippine National Public Key Infrastructure (PNPKI) digital certificate for use of the Electoral Boards in the National and Local Elections (NLE) 2022.

While PNPKE Support Teams are currently able to address concerns related to the application process (i.e., applicants needing to correct their personal information, change or recover passwords, etc.), they may get overwhelmed once they receive bulk support requests in short notice. With this, they might not be able to provide assistance on time or before NLE 2022.

To avoid this and other issues as well as to ensure smooth operations, the Office of the Undersecretary for Administration (OUA) disseminates the following reminders of the DICT to PNPKE applicants:

1. Always check your email inbox (including spam folder) for the PNPKE email notification. Please refer to the email accounts that were used in your PNPKE application.
2. Once the email notification is received, use the log-in credentials to access the PNPKE 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-your-PNPKE-certificates-1.pdf>



Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support]



3. After downloading the p12 file, ensure to keep this file in a secure location.

For more information, kindly refer to the attached copy of the letter and OUA Memorandum No. 00-0122-0082 titled *PNPKI Status Update as of 19 January 2022*.

For questions and concerns, kindly contact Ms. Niña Rica Bernas (PNPKI) at support.pnpki@deped.gov.ph and Mr. Winifredo Valdez (DLMS) at support.usdlms@deped.gov.ph. Both personnel may be reached through email or Microsoft Teams.

For information and guidance.

ALAIN DEL B. PASCUA
Undersecretary



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