

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

27 Jan 2022  
03:26pm

### 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](http://depedbinancity.com.ph)  
**Email:** [deped.binancity@deped.gov.ph](mailto: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

Subject: REMINDER REMINDERS ON APPLICATIONS FOR  
PNPKI DIGITAL CERTIFICATES

This refers to the letter from the Department of Information and Communications Technology (DICT) dated 10/18/2022 regarding the implementation of the PNPKI digital certificate for the use of the Schools Division of Binan and Local Government (LDG).

While DICT has provided us with a guide to aid us in the issuance of the PNPKI digital certificate, it is important that we do not let the complexity of the process overwhelm us. We must remember that they are just tools to facilitate our work.

To avoid this and other issues, we will be given smooth operation of the Office of the Undersecretary for Education, we are disseminating the following instructions for PNPKI application:

1. Always check your email account (including inbox folder) for any DICT email notification. Please refer to the email accounts that were used in your PNPKI application.

Once the email notification is received, use the login credentials to access the portal, log in, upload and submit the digital ID file (JPG file). Please refer to this link for the complete process: <http://www.depedbinan.gov.ph/2022/09/18/important-reminders-on-applications-for-pnPKI-digital-certificates/>



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Tanggapan ng Pangalawang Kalihim

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**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 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 bulk support requests in short notice. With this, they might not be able to provide assistance on time or before NLE 2022.

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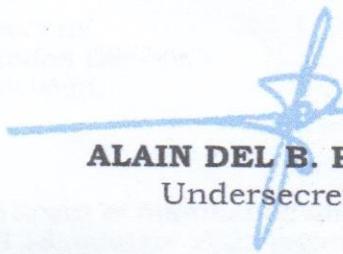


3. After downloading the p12 file, ensure to keep this file in a secure location.

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](mailto:support.pnpki@deped.gov.ph) and Mr. Winifredo Valdez (DLMS) at [support.usdlms@deped.gov.ph](mailto: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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