



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 28 2024

MEMORANDUM
No. 301, s. 2024

**APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR PHILIPPINE
NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI) DIGITAL SIGNATURES**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
School Heads/OICs
ICT Coordinators
All Others Concerned

1. This Office announces the submission of requirements for the Philippine National Public Key Infrastructure (PNPKI) in cooperation with the Department of Information and Communications Technology (DICT) for the application of field offices and school personnel for PNPKI Digital Signature.

2. The Division PNPKI Team shall be composed of the following:
Lead: May L. Borjal – IT Officer I
Members: Schools ICT Coordinators

Division Certification Team:

Lead: Noemi A. Valdez – Administrative Officer V
Members: Angela M. Francisco – Administrative Officer IV
All Administrative Officers II in Schools

Division Validation Team:

All Non- Teaching Staff in Charge of Personnel Records
Schools ICT Coordinators

3. School Heads must ensure that all personnel in their respective schools who are prioritized for the PNPKI application participate in the synchronized activities conducted by the School ICT Coordinators and those in charge of School personnel records.


4. All Division Office Personnel on the prioritization list are likewise required to submit their PNPKI applications through the Division Certification and Lead Team.

5. The online orientation for the PNPKI Application will be conducted via the MS Teams platforms on October 29, 2024 at 10:00 am. Link will be sent by the School ICT Coordinators.



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6. It is emphasized that the application for the PNPKI requirements must be completed INDIVIDUALLY by each personnel included in the prioritization list. IT Officers, School ICT Coordinators, and those in-charge of School Personnel records are directed to coordinate and assist the participants in filling out the application form and submitting other required documents.
7. Immediate dissemination of this Memorandum is desired.


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

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

PNPKI

MLB / PNPKI
301 / October 22, 2024

NUM-2024-301



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