



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

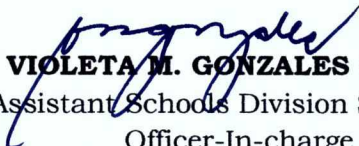
Office of the Schools Division  
Superintendent

**MEMORANDUM**  
**NO. 283 s. 2026**

**ORIENTATION AND READINESS WORKSHOP ON E-SIGNATURES FOR RO NCR  
AND SELECTED SCHOOLS DIVISION OFFICES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID and SGOD)  
Education Program Supervisors and Public Schools District Supervisors  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is a Regional Memorandum No. 466, s. 2026, dated June 16, 2026, issued by Dr. Jocelyn DR. Andaya, Regional Director, Concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, entitled "*ORIENTATION AND READINESS WORKSHOP ON E-SIGNATURES FOR RO NCR AND SELECTED SCHOOLS DIVISION OFFICES*", for the information of all concerned.
2. Immediate dissemination of this Memorandum is hereby directed.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-charge  
Office of the Schools Division Superintendent

Enclosure: As stated,  
Reference: As stated,  
To be indicated in the Perpetual Index  
Under the following subjects:

WORKSHOP      OFFICIALS      PERSONNEL      E-SIGNATURES

alloasds/ORIENTATION AND READINESS WORKSHOP ON E-SIGNATURES FOR RO NCR AND SELECTED SDO'S  
283 /June 25, 2026

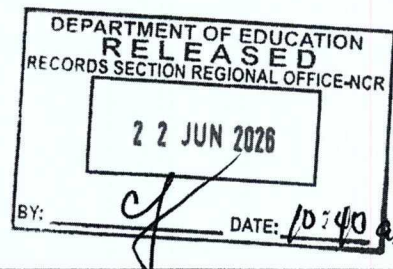
NUM-2026-283



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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



6525

June 16, 2026

**REGIONAL MEMORANDUM**  
 No. 466, s. 2026

RECEIVED BY: [Signature] 6/29/26 - 12:00pm  
 MARLON A. SALONGA  
 SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendents  
 All Others Concerned

**ORIENTATION AND READINESS WORKSHOP ON E-SIGNATURES FOR RO NCR  
 AND SELECTED SCHOOLS DIVISION OFFICES**

1. In reference to the Orientation and Readiness Workshop on eSignatures for the DepEd Central Office and Selected Field Offices, as stipulated in Memorandum OASICT-MEM-060426-U4-3, this Office reiterates the provisions on tiered participation involving Regional Offices (ROs) and Schools Division Offices (SDOs).

2. Pursuant to Section 4.2.1, the Regional Office has nominated the following focal persons:

- **Precious M. Villareal** – Head, Records Section
- **Gina M. Galvez** – Computer Programmer, ICTU

3. In compliance with Section 4.2.2, the Regional Office has identified the following Schools Division Offices (SDOs) to participate in the training:

- 1) **SDO Pasay**; 2) **SDO Mandaluyong**; 3) **SDO Makati**

4. The identified SDOs are directed to designate two (2) focal persons each, assigning one as Primary and the other as Alternate, consistent with the qualifications set in the orientation memorandum.

5. All concerned SDOs shall register their designated focal persons through the official link: [tinyurl.com/2026DepEdESigWorkshop](https://tinyurl.com/2026DepEdESigWorkshop) on or before 3 July 2026, 12:00 PM, in accordance with Section 5.1 on Registration and Logistical Requirements.

6. Immediate dissemination of and compliance with this Memorandum is directed.

*[Signature]*  
**JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 Concurrent Officer-in-Charge  
 Office of the Assistant Secretary for Operations



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

### MEMORANDUM

OASICT-MEM-060426-U4-3

**FOR :** UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
HEADS OF OFFICES - CENTRAL OFFICE  
REGIONAL DIRECTORS (NCR, R3, R4-A, MIMAROPA)  
SCHOOLS DIVISION SUPERINTENDENTS (NCR, R3, R4-A)  
ALL OTHERS CONCERNED

**FROM :** ATTY. MARCELINO G. VELOSO III  
Assistant Secretary *g. veloso*

**SUBJECT :** ORIENTATION AND READINESS WORKSHOP ON E-SIGNATURES  
FOR THE DEPED CENTRAL OFFICE AND SELECTED FIELD OFFICES

**DATE :** 9 June 2026

- Rationale and Objective.** Per the E-Governance Act and DepEd digital transformation goals, the Information and Communications Technology Service (ICTS) will hold the training series titled "**Orientation and Readiness Workshop on E-Signatures for the DepEd Central Office and Selected Field Offices.**" This initiative prepares personnel for secure electronic signing and document integrity ahead of paperless operations.
- Training Framework.** The program includes a course syllabus (*Annex A*), lists of in-person sessions (*Annex B*), and an activity timeline (*Annex C*).
- Qualification Standards.** Offices must nominate two focal persons for in-person training meeting these criteria:
  - Primary Focal Persons:* Must hold permanent plantilla positions.
  - Alternate Focal Persons:* May be permanent, coterminous, or Contract-of-Service (COS) staff.
  - Both must be ICT-proficient (digital files, cloud, PDF) and knowledgeable in office records and routing protocols.
- Protocols for Tiered Participation**
  - Central Office (Bureaus, Services, and Units).* All Central Office (CO) units are required to assess their personnel against the stated criteria and register their focal pairs for the scheduled in-person sessions.
  - Field Offices.* Attendance is mandatory for the National Capital Region (NCR), Region III, Region IV-A, and MIMAROPA Regional Offices (RO). These regions were selected due to their proximity to the CO, ensuring cost-effective travel and coordination.

- 4.2.1. The four selected ROs must nominate two focal persons each; ROs determine their primary or alternate designations.
- 4.2.2. ROs in NCR, Region III, and Region IV-A shall each choose three Schools Division Offices (SDO) for the training. Each SDO must appoint two focal persons, designating one as primary and the other as alternate at their discretion.

**5. Registration and Logistical Requirements**

- 5.1. *Registration.* Offices must submit the names of their designated Primary and Alternate Focal pairs to [tinyurl.com/2026DepEdESigWorkshop](http://tinyurl.com/2026DepEdESigWorkshop) no later than 3 July 2026, 12:00 PM.
- 5.2. *Device Requirements.* All in-person participants must bring a laptop and their own charger and extension cord.
- 5.3. *Financial Arrangements*
  - 5.3.1. All meals provided for the duration of the in-person sessions shall be drawn directly against available OASICT Funds.
  - 5.3.2. Travel expenses and other incidental costs incurred by field personnel shall be charged against their respective local funds.
  - 5.3.3. All expenses incurred are subject to the usual accounting and auditing rules and regulations.

6. **Inquiries.** For concerns or further information, please contact Mr. Gerard Joseph Atienza via Teams chat at [gerard.atienza@deped.gov.ph](mailto:gerard.atienza@deped.gov.ph) cc: [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph).

7. For your appropriate action.



Doc. Ref. Code	OM-OASICT	Rev	00
Effectivity	03.23.2023	Page	2 of 7



**Orientation and Readiness Workshop on E-Signatures for the DepEd Central Office  
and Selected Field Offices**

### Course Outline

<b>Title</b>	Orientation and Readiness Workshop on E-Signatures for the DepEd Central Office and Selected Field Offices
<b>Target Participants</b>	Non-Teaching Personnel (Designated Primary and Alternate E-Signature Focal Persons across all CO Bureaus, Services, and Units and selected ROs and SDOs)
<b>Delivery Modality</b>	In-person small-group batched workshops
<b>Total Training Hours</b>	4 Hours (8:00 AM - 12:00 PM)

### Course Description

The course explores the fundamentals of E-Signatures and their underlying security mechanisms. Through practical exercises, attendees will learn to transform physical signature specimens into polished, transparent digital files. The program concludes with techniques for the proper application and formatting of these signatures on official documentation. This initiative seeks to resolve administrative delays by establishing a uniform approach to digital approvals across the Department.

### Objectives

#### *Terminal Objective*

Participants will be able to convert signature specimens into secure digital assets and apply authenticated E-Signatures in accordance with security and file-naming protocols.

#### *Enabling Objectives*

1. Explain the framework and security considerations of E-Signatures
2. Demonstrate the process of creating high quality digital signature specimens
3. Apply and format E-Sigs using standardized file and folder naming conventions

### Course Content Matrix

Module Title	Specific Learning Outcomes	Key Topics Covered	Duration
<i>Module A:</i> Introduction to E-Signatures and Rationale	<ul style="list-style-type: none"> <li>• Comprehend the operational transition from physical to paperless operations.</li> <li>• Identify legal validity thresholds and security risks.</li> </ul>	<ul style="list-style-type: none"> <li>• DepEd E-Signature Framework and Policy Context</li> <li>• Legacy “Wet-Ink” vs. Digital Approvals Efficiency Rationale</li> <li>• Administrative Non-Repudiation, Document Integrity, and Fraud Prevention</li> </ul>	30 mins.

Module Title	Specific Learning Outcomes	Key Topics Covered	Duration
<i>Module B:</i> Creating and Converting E-Signature Specimens	<ul style="list-style-type: none"> <li>• Clean, process, and isolate raw signature image files using available apps.</li> <li>• Generate a repeatable, standardized personal signing asset.</li> </ul>	<ul style="list-style-type: none"> <li>• Required Tools: Image editor (Canva, Adobe Express, Photoshop, etc.)</li> <li>• Pre-work Image Import and Quality Assessment</li> <li>• Image Background Removal and Transparency Filtering</li> <li>• Resolution Optimization and Exporting to Production-Ready Formats (PNG)</li> </ul>	1 hr.
<i>Module C:</i> Affixing E-Signatures and Formatting Standards	<ul style="list-style-type: none"> <li>• Apply signing assets securely to document structures.</li> <li>• Standardize post-signing storage identity protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Visual Alignment and Sizing Constraints on Document Blocks</li> <li>• File-Naming Conventions for Authenticated Logs</li> <li>• Basic Cryptographic Formatting Rules</li> </ul>	30 mins.
Hands-on Application Workshop	<ul style="list-style-type: none"> <li>• Execute end-to-end digital approval routes under live tracking.</li> <li>• Trouble-shoot device-level system blocks.</li> </ul>	<ul style="list-style-type: none"> <li>• Live Signing Simulation on Sample Communication Files</li> <li>• Device-Level Local Cache Calibration</li> <li>• Submission Check Gating and Registry Enrollment</li> </ul>	1 hr.

### Mandatory Post-Workshop Outputs & Commitments

Office pairs must complete the following milestones within seven (7) working days of their session:

1. *PNPKI Enrollment.* Facilitate digital certificate applications for Office Heads and signing authorities through the ICTS-USD queue for DICT processing.
2. *Signature Registry.* Submit verified, transparent signature assets (PNG) for all authorized signatories to the local directory.
3. *Workflow Simulation.* Execute one cross-office administrative test route using mandatory naming parameters to verify system integrity.
4. *Echo-Orientation.* Submit a signed, formal Action Plan within seven (7) working days of their assigned session. This plan must explicitly outline:
  - a. Target execution dates for conducting a localized internal capacity-building session for their respective offices; and
  - b. A binding operational timeline guaranteeing that all the unit's staff compile and submit their completed PNPKI application packets for bulk collection.

**Orientation and Readiness Workshop on E-Signatures for the DepEd Central Office  
and Selected Field Offices**

**Lists of In-Person Sessions**

**Notes**

- Dates are subject to change.
- Offices that are not specifically mentioned in the lists of in-person sessions are understood to be included under their respective parent strands.
- To guarantee that specific personnel are properly included in the registration database, please coordinate with the ICTS-User Support Division (USD).
- Until further notice, all in-person sessions will be held at:

**Bulwagan ng Karunungan**

DepEd Central Office, 20th Floor, TechZone Building, 7071 Malugay Street, San Antonio, Makati City

<b>Week 1</b>	
<i>Wednesday, 8 July 2026</i>	<i>Thursday, 9 July 2026</i>
<u>Batch 1: Key CO Processes</u>	<u>Batch 2: Executive Committee</u>
AS-OD, AS-Records, BHROD-OD, BHROD-EWD, BHROD-PD, FS-OD, FS-Accounting, FS-Budget, AS-Cash, PROCMS-OD, PROCMS-PPMD, PROCMS-CMD, PROCMS-BACSD	OSEC, OUCOS, OUHOPE, OULS, OULLA, OUA, OUPFO, OUGOPS, OUPS, OUF, OUHROD, OUSM, OUSIP, OASPAEP, OASEG, OASCT, OASCT-EAAE, OASGOPS, OASICT, OASFO, OASSM, OASOPS

<b>Week 2</b>		
<i>Tuesday, 14 July 2026</i>	<i>Wednesday, 15 July 2026</i>	<i>Thursday, 16 July 2026</i>
<u>Batch 3: Office of the Secretary Proper</u>	<u>Batch 4: Finance, Administration, and HRODI</u>	<u>Batch 5: Governance &amp; Operations, Legal &amp; Legislative Affairs, and Strategic Management</u>
SSDMO, PAS-OD, PAS-Comms., PAAC, PAS-Pubs., EPS-OD, EPS-ICO, IAS-OD, IAS-MAD, IAS-OAD, ICTS-OD, ICTS-SDD, ICTS-TID, ICTS-USD, PPS-OD, PPS-EMISD, PPS-PPD, PPS-PRDD	FS-EAMD, AS-OD, AS-AMD, AS-GSD, AS-Records, GASS-OD, GASS-ODMD, GASS-PRDD, EPMD, PMS-OD, PMS-PDD, PMS-PMD, BHROD-HRDD, BHROD-OED, BHROD-SED, EFD	Regional Focal, DRMMS, PEO, BLSS-OD, BLSS-SHD, BLSS-SSD, Palaro, BLSS-YFD, BLSS-LRPD, LS-OD, DPO, LS-ID, LS-LD, Legal Helpdesk, LLO, STO, EFO, MEO, PPPO, ECAIR, PQF

Week 3		
Tuesday, 21 July 2026	Wednesday, 22 July 2026	Thursday, 23 July 2026
<p><u>Batch 6: Learning Systems</u></p> <p>ARAL, BAE-OD, BAE-PQAD, PAE-PMSDD, BLR-OD, BLR-PD, BLR-QAD, LCC, BCD-OD, BCD-CSDD, BCD-SCPD, BEA-OD, BEA-EAD, BEA-ERD, BLD-OD, BLD-TLD, BLD-SID, IPSEO, NEAP-OD, NEAP-PDD, NEAP-QAD, ECCD</p>	<p><u>Batch 7: Field Offices</u></p> <p>NCR (RO + 3 SDOs) Region III (RO + 3 SDOs) Region IV-A (RO + 3 SDOs) MIMAROPA (RO)</p>	<p><u>Batch 8: Reserved</u></p> <p><i>Only to be conducted as needs arise</i></p>

**Orientation and Readiness Workshop on E-Signatures for the DepEd Central Office  
and Selected Field Offices**

**Schedule of Activities**

**Note:** Activities, speakers, and times are subject to change without prior notice.

<b>Time</b>	<b>Activity</b>	<b>Office Involved</b>
8:00 AM	<i>Ingress and Registration</i>	ICTS-USD
8:30 AM	<i>Opening Activity</i> <ul style="list-style-type: none"> <li>● Prayer</li> <li>● Welcome Message</li> <li>● House Rules</li> </ul>	OASICT, ICTS-OD, ICTS-USD
8:45 AM	<i>Module A: Introduction to E-Signatures and Rationale</i>	OASICT, ICTS-OD, ICTS-USD, AS-Records
9:15 AM	<i>Module B: Creating and Converting E-Signature Specimens</i>	ICTS-USD
10:15 AM	<i>Module C: Affixing E-Signatures and Formatting Standards</i>	ICTS-USD
10:45 AM	<i>Hands-on Application Workshop and Question and Answer</i>	OASICT, ICTS-OD, ICTS-USD, AS-Records
11:45 AM	<i>Closing Activity</i> <ul style="list-style-type: none"> <li>● Wrap-Up</li> <li>● Next Steps</li> <li>● Ending Message</li> </ul>	ICTS-USD
12:00 PM	<i>Lunch and Egress</i>	ICTS-USD