



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

*Office of the Schools Division Superintendent*

May 16, 2023

DIVISION MEMORANDUM  
No. 0139 s, 2023

**CONDUCT OF PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI)  
USER'S TRAINING IN PARTNERSHIP WITH THE DEPARTMENT OF  
INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT),  
IN PREPARATION FOR ONLINE PAPERLESS TRANSACTION  
SYSTEM IMPLEMENTATION.**

Chiefs, Functional Division  
Heads, Office /Unit Concerned  
All Concerned

1. This Office shall conduct of Philippine National Public Key Infrastructure (PNPKI) User's Training in Partnership with the Department of Information and Communications Technology (DICT), in preparation for Online Paperless Transaction System Implementation on **May 26, 2023**, at the **Bulwagan ng mga Guro, Gabaldon Building, DepEd Northern Samar Division Office, Mabini St., Acacia, Catarman, Northern Samar.**

2. All participants must have at least an approved PNPKI digital certificate application before the training thru the Online Registration System via the following link:

<https://bit.ly/ApplyPNPKI>

Likewise, a readable copy of the following must be uploaded to the said link:

- a. NSO/PSA Certificate of Live Birth or Philippine Passport
  - b. UMID or any two (2) valid government issued IDs, and
  - c. Passport-sized ID picture with white background taken within the last six (6) months
3. Participants are likewise reminded to bring during the activity a working laptop computer and download and install the following software:
- a. Adobe Reader 11 or higher  
<http://get.adobe.com/reader/otherversions>
  - b. DigiSigner4.0  
<http://drive.google.com/file/1dQlqOlf7AvXsBLmllkaNl3SobvbOISu/view>
4. Immediate dissemination of this memorandum is desired.

**GAUDENCIO C. ALJIBE, JR. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Mabini St., Acacia (Pob.), Catarman, Northern Samar, 6401  
Tel. Nos: (055) 500 9801  
Email: [northersmar@deped.gov.ph](mailto:northersmar@deped.gov.ph)  
Website: [www.northersamar.deped.gov.ph](http://www.northersamar.deped.gov.ph)



Enclosure 1 to Division Memorandum No. \_\_\_\_\_, s. 2023

**LIST OF PARTICIPANTS**

Office of the Schools Division Superintendent and its Auxiliary Units

1. GAUDENCIO C. ALJIBE, JR
2. ROMUALDO B. SABEJON
3. CRISTA JOY C. ABOGADIE
4. ATTY. RISTY T. ADARAYAN
5. ROLANDP P. LUCENCIO, JR
6. FRANCIS RICO E. TOBES
7. RAUL EPIFANIO P. FIGUEROA, JR

Functional Divisions/Units

8. NOE M. HERMOSILLA
9. ALEX B. REJUSO
10. ELNA D. ENANO
11. JOCELYN ACEBUCE
12. DAVY APLAN
13. PETER BOBILES
14. Engr. ZYRA D. ULTRA

Administrative Office/Units

15. MICHELLE D. CAGUIMBAL
16. RAUL P. FIGUEROA, JR
17. MARIBEL N. UY
18. ROMEO MIJARES
19. MARIA GLORIA F. LOGARTA
20. REMA H. ALLADO
21. JOEY CALIXTRO
22. CARMENCITA L. MARTIRES
23. JESSICA MARTIRES
24. TERESITA ACIBAR
25. FARAH ACEBUCE

Finance Section

26. DEAH A. GAMAO, CPA
27. ARIANN ROSE G. GARBO
28. KARLA MAY ASEO
29. EUNICE V. TARINGTING
30. CRISTINE E. TOBES
31. LOVELLA ESPAÑO
32. EDMARIE CHO
33. MA. JOY E. GEPOLLO
34. LESTER DORICO



11 April 2023

**GAUDENCIO C. ALJIBE JR. PHD, CESO VI**  
Schools Division Superintendent  
Department of Education Northern Samar Province Division  
Cataraman, Northern Samar



Attention: **ROLANDO P. LUCENECIO, JR.**  
Information Technology Officer – DepEd Northern Samar

Dear Dr. Aljibe, Jr.:

Greetings from the **Department of Information and Communications Technology Regional Office 8 (DICT RO8)**!

The **ICT Literacy and Competency Development Bureau (ILCDB)** of **DICT Regional Office 8** will be conducting the **Philippine National Public Key Infrastructure (PNPKI) User's Training**.

The PNPKI was initiated in 2012 in response to Executive Order 810, series of 2009 ("Institutionalizing the Certification Scheme for Digital Signatures"), Annex 'A', wherein DICT (then NCC) is mandated to operate the Root Certification Authority (CA) and Government CA. The PNPKI is also an essential component of the e-Government Master Plan, Annex 'B'. The adoption of PKI aimed to strengthen e-government security through its implementation in all government offices and the supply of digital certificates to the citizens.

The use of PNPKI digital certificates would allow for automated transactions and remote approval of signatories in the government thus would reduce red tape, re-engineering the business proc, therefore, shortening the processing time, and eventually complying with the implementation of RA 11032-Ease of Doing Business, Annex 'C'.

PNPKI Users' Training is a technical course designed to provide fundamental knowledge of Public Key Infrastructure (PKI). Its primary aim is to make users more familiar with how to use their digital certificates in securing their electronic documents and emails through digital signing and encryption.

In line with this, we would like to invite your identified DepEd Northern Samar personnel for a **1-day face-to-face training** on the **16th day of May**, and if you can provide a food for the Resource Person and a conducive **venue with internet** that could cater to **30** participants.



The training/workshop is composed of the following Modules:

- Module 1: Basic Cryptography
- Module 2: Digital Certificates and Signatures
- Module 3: Document Signing
- Module 4: Email Signing and Encryption

**Please see the important reminders for the PNPKI Orientation and Training.**

1. All participants must have at least an approved PNPKI digital certificate application before the training.

You may access our ORS (Online Registration System) via this link: <https://bit.ly/ApplyPNPKI> and ensure that a clear and readable copy of the following requirements is uploaded:

1. NSO/PSA Birth Certificate or valid Philippine Passport;
2. UMID or any two (2) valid government-issued IDs;

Please check this link for the list of acceptable IDs at <https://dict.gov.ph/pnpki-individual-certificate/>

3. 1 passport-size ID picture with a plain background taken within the last 6 months

File Name Format: **LastName FirstName\_Document Type**

**Note:** Incomplete information and supporting documents may cause a delay in processing or rejection of your PNPKI application.

To know more about the PNPKI: <https://dict.gov.ph/pnpki>

2. Training participants should have a working computer with the following software installed:

1. Adobe Reader 11 or Higher <http://get.adobe.com/reader/otherversions/>
2. DigiSigner 4.0

[https://drive.google.com/file/d/1dQlqOlf7AvXsBLmIi\\_aNl3SobvbOISu/view](https://drive.google.com/file/d/1dQlqOlf7AvXsBLmIi_aNl3SobvbOISu/view)

We look forward to a fruitful collaboration with your institution. Should you have further concerns, please contact **Matea Fretche G. Navora** at 09153053473 or email her at [mateafretche.navora@dict.gov.ph](mailto:mateafretche.navora@dict.gov.ph).

Thank you so much!

Very truly yours,

**FELIX TABANAG, JR.**  
Office of the Regional Director  
DICT Regional Office 8