Republic of the Philippines
Department of Education
Cordillera Administrative Region

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE - CAR
RELEASED
AUG 09 2021
By: Date:

August 9, 2021

REGIONAL MEMORANDUM
No. 337 . 2021

APPLICATION OF DEPED CAR PERSONNEL FOR PNPKI DIGITAL CERTIFICATES

TO: Schools Division Superintendents
Head, Regional Office ICT Unit
Head, Regional Office Personnel Section
Division IT Officers
Division HRM Officers
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In relation to the OUA Memo 00-0721-0169 titled *Addendum to the Memorandum on the Application of Field Offices and School Personnel for PNPKI Digital Certificates,* DepEd CAR personnel are enjoined to apply for digital certificates through the DepEd CAR LMS (https://car.lms.deped.gov.ph) before September 3, 2021.

2. DepEd personnel who will serve in the 2022 elections, signatories of procurement-related activities, members of PNPKI team in all governance levels, personnel required for immediate use of digital certificates, shall be prioritized.

3. For the smooth implementation of the applications, the following are designated as members of the Regional PNPKI Team, with their respective responsibilities:

Name and Designation	Responsibilities
PNPKI Regional Team Consultant: Estela L. Cariño EdD, CESO III Florante E. Vergara	- oversee the activities, status of submissions, and other related activities. - provide support needed by the teams to reach at least 90% of the personnel in the priority list and 75% of the personnel in the region having digital certificates by September 2021
PNPKI Regional Focal Person and Team Leader: Jumar B. Yago-an	- manage the PNPKI digital certificate applications in the region - ensure that all identified entities in this memorandum will be oriented - setup and manage the Regional LMS server - coordinate with the PNPKI cluster team office assigned in CAR - report to the central office via support.pnpki@deped.gov.ph the status of the number of applications - assist in resolving issues and concerns

Members: Eleonora Albidas Vandolph Flora Glenn Papa Dumas Aban	- support and assist the regional focal person in the execution of responsibilities - support and assist the regional PNPKI team in scheduling of the personnel within the Regional Office. - validate and prepare certificates of employment for RO personnel (HRMO) - assist in resolving issues and concerns
Members/Division PNPKI Team Leaders Silver Ian Dimaano, SDO Apayao Marlou Borja, SDO Abra Eric Wanson, SDO Benguet Harris Dizon Jr., SDO Baguio City Richard Butale, SDO Ifugao Michelle Alagoy, SDO Kalinga Loida Elaine Tibong, SDO Mt. Province Allan Dumalsin, SDO Tabuk City	- manage the PNPKI digital certificate applications within his/her respective Schools Division - assist the Regional PNPKI Team in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity - manage course settings within the Division's course category in the DepEd CAR LMS - coordinate and assist the applicants on how to accomplish the application forms and other requirements - assist in resolving issues and concerns

4. The following implementation plan shall be followed accordingly:

Activities	In-charge	Timeline
Conduct of review and final setting up of DepEd CAR LMS	PNPKI Regional Team Leader and Division Team Leaders	Aug 6 – Aug 10
Signing up to the DepEd CAR LMS	All Teaching and Non-Teaching personnel of DepEd CAR	Aug 9 onwards
Releasing of memoranda on the composition of PNPKI Division Teams and deadlines of application per district	PNPKI Division Team Leaders	Aug 10
Conduct of orientation to PNPKI Division Team members	Division Team Leaders	Aug 10 – 13
Release of enrolment keys to applicants/personnel	Division Team Leaders, District/School ICT Coordinators	Aug 10 – 13
Application for digital certificates through DepEd CAR LMS	DepEd CAR personnel/ applicants	Aug 13 – Sept 3
Assessment/checking of applications	PNPKI Team Members, ICT Coordinators	Aug 16 onwards
Downloading of applications and transmittal to the Regional PNPKI Team Leader	Division ITOs	Aug 23 onwards
Validation and preparation of bulk certifications	Regional and Division HR Officers	Aug 23 onwards
Submission of bulk applications to DICT	PNPKI Regional Team Leader	Aug 23 onwards

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5. Attached are the following documents for your reference:
   a. User Guide in signing up with DepEd CAR LMS
   b. User Guide in enrolling into the Application for PNPKI Digital Certificate course
   c. OUA Memo 00-0721-0169 - Addendum to the Memorandum on the Application of Field Offices and School Personnel for PNPKI Digital Certificates

6. Other resources such us forms, samples, video tutorials can be found through **https://bit.ly/DepEdCAR-PNPKI**.

7. Should there be queries, feel free to contact the Regional IT Officer through **jumar.yagoan@deped.gov.ph.**

8. Immediate dissemination of this memorandum is desired.

ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

By the Authority of the Regional Director:

EDGARDO T. ALOS
Chief Administrative Officer

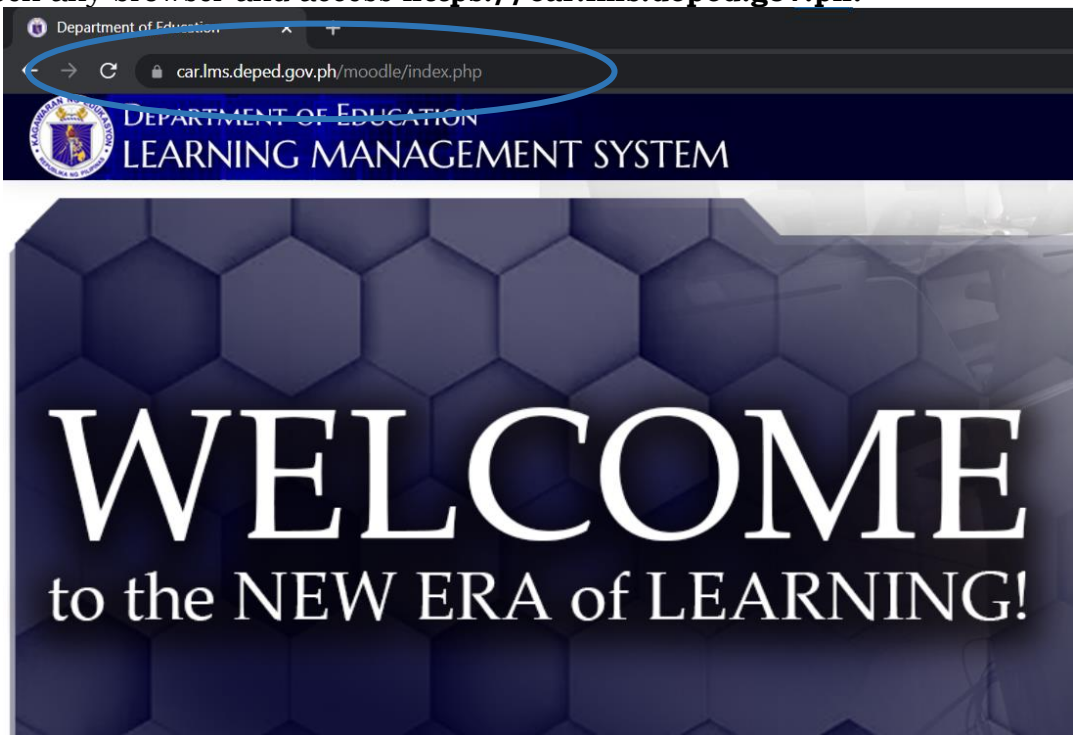
Republic of the Philippines

Department of Education

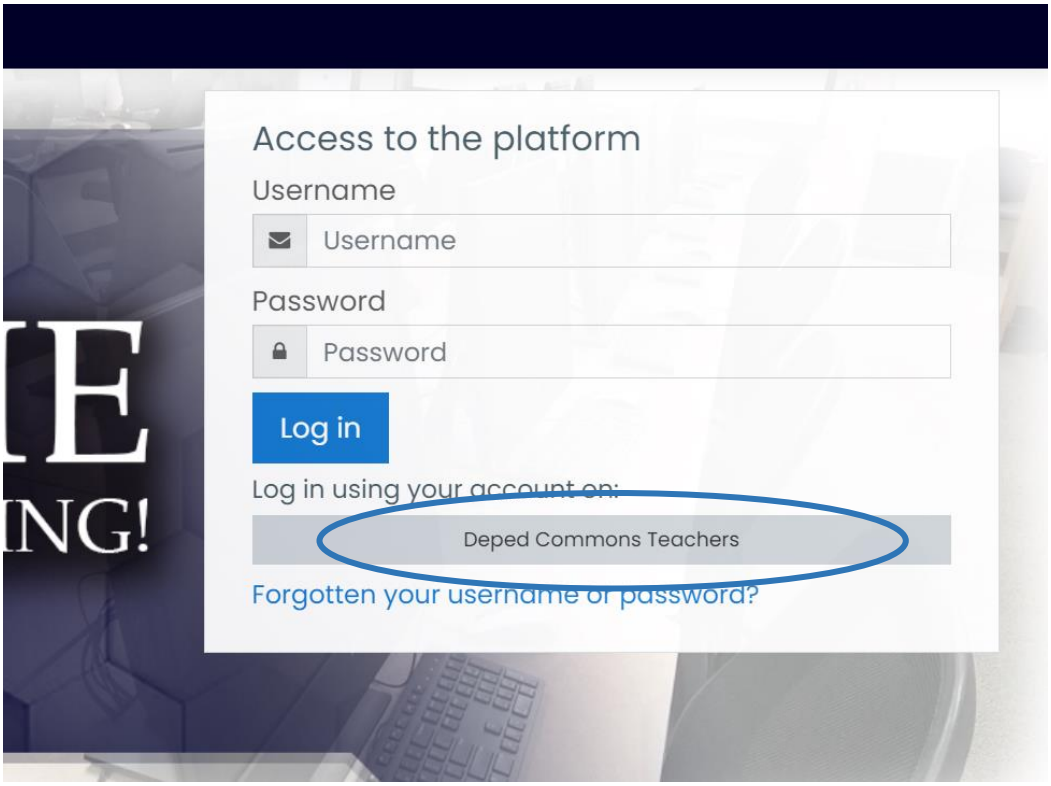
Cordillera Administrative Region

Annex A. User Guide on Signing up with DepEd CAR LMS

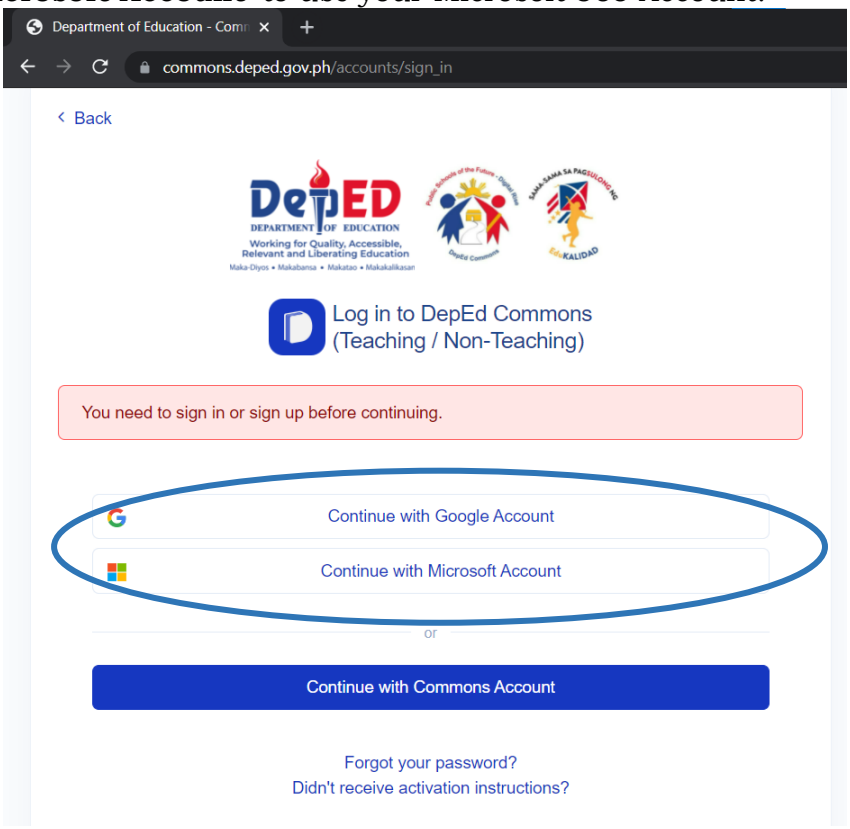
1. Open any browser and access **https://car.lms.deped.gov.ph.**



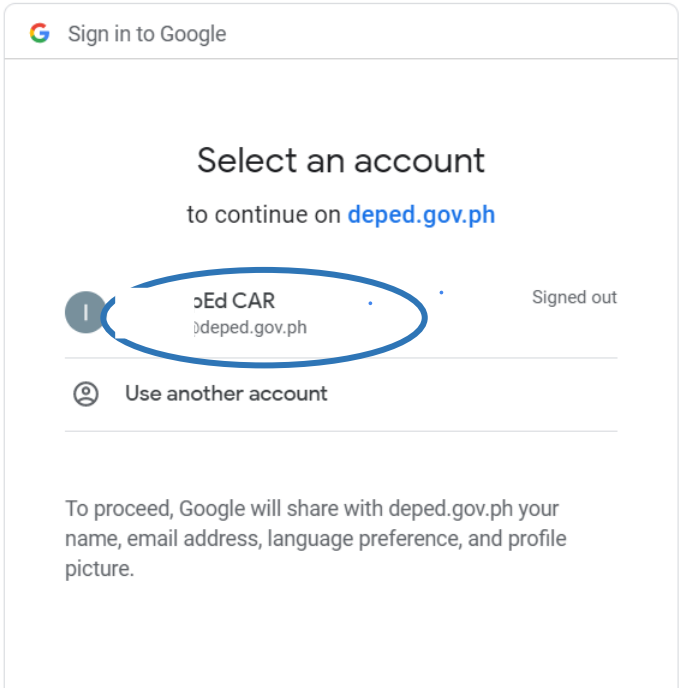
2. Click the button **'DepEd Commons Teachers'.** You will be redirected to DepEd Commons Website.



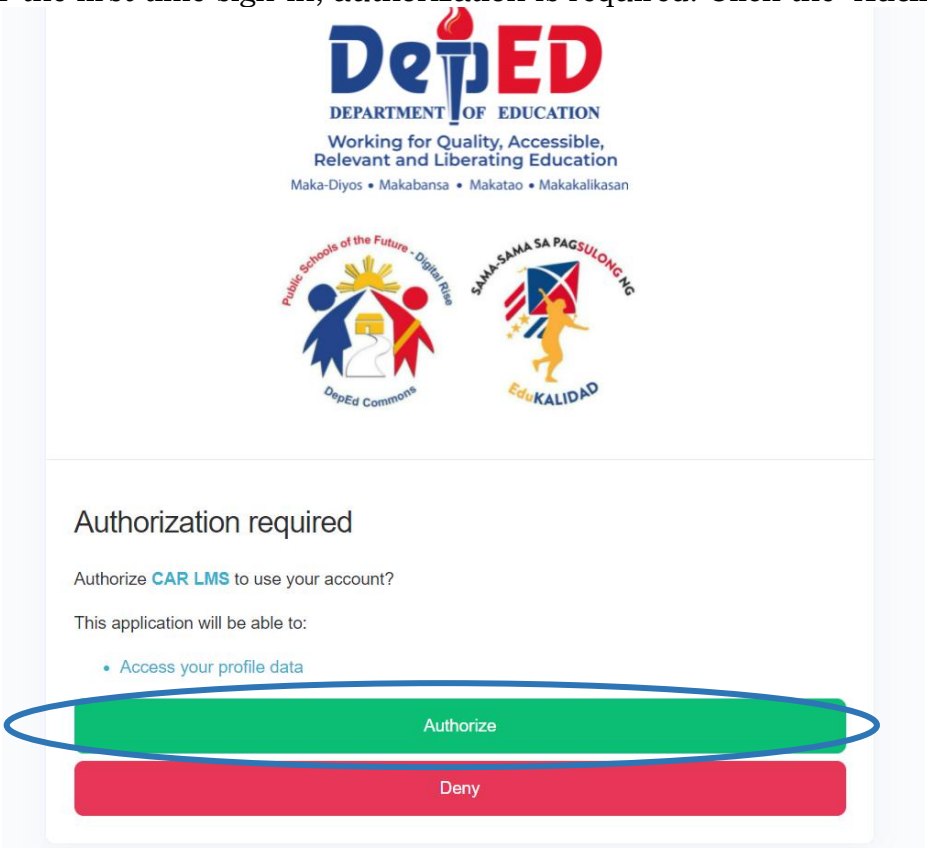
3. Click '**Continue with Google Account**' to use your DepEd Email or '**Continue with Microsoft Account**' to use your Microsoft 365 Account.



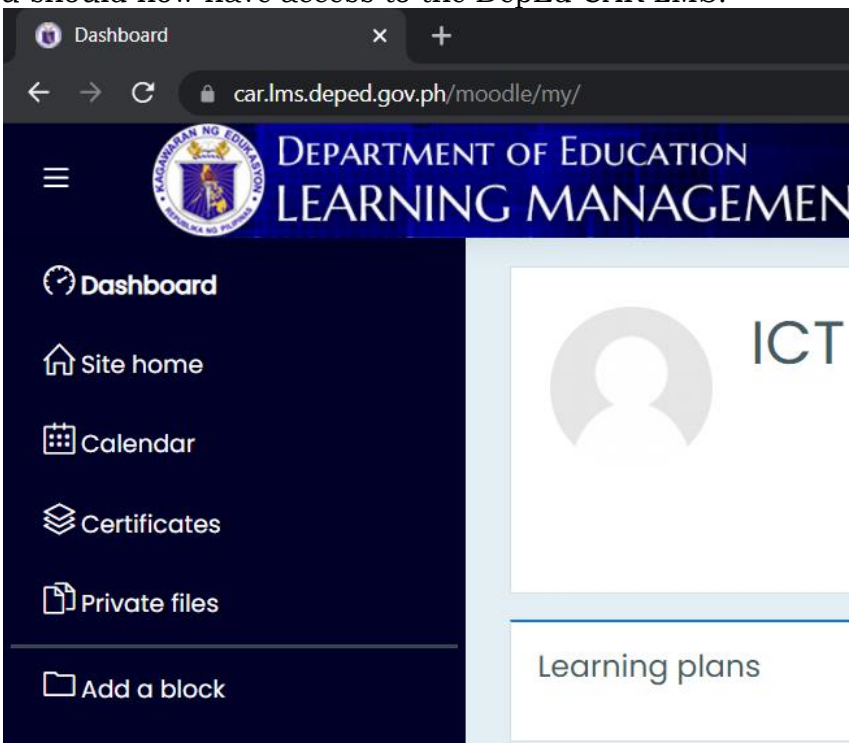
4. Choose or sign-in your DepEd Email / Microsoft 365 account.



5. For the first time sign-in, authorization is required. Click the **'Authorize'** button.



6. You should now have access to the DepEd CAR LMS.



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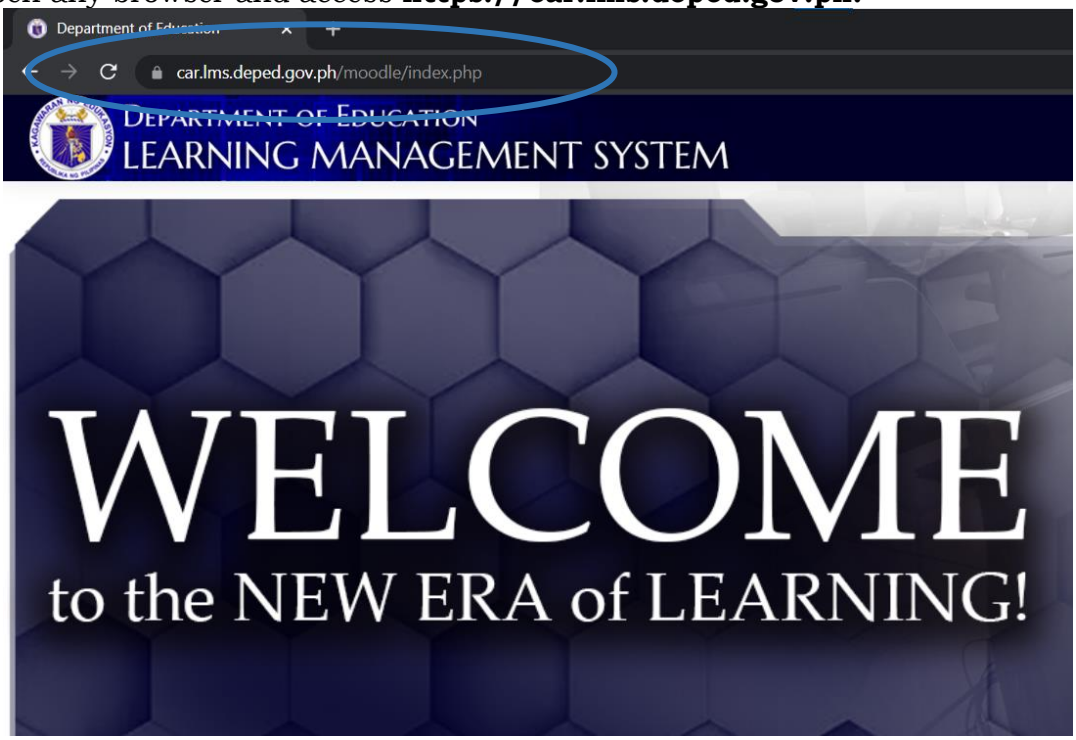
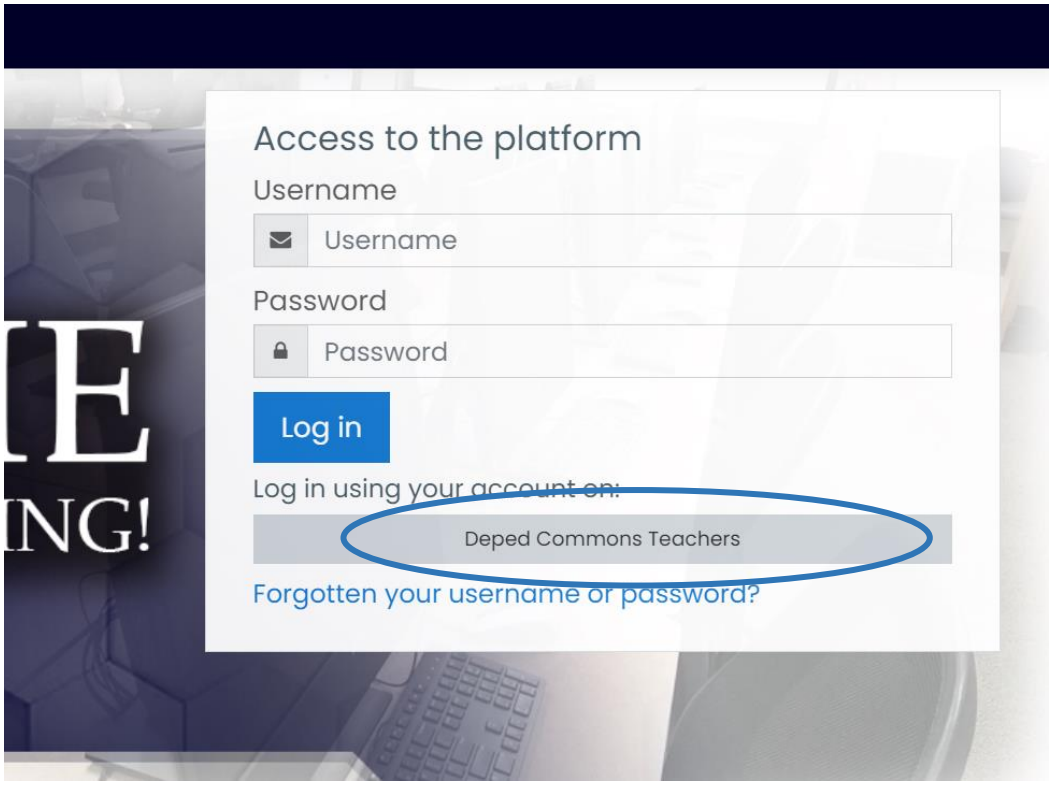
Annex B. Enrolling into the PNPKI Digital Certificate application course.

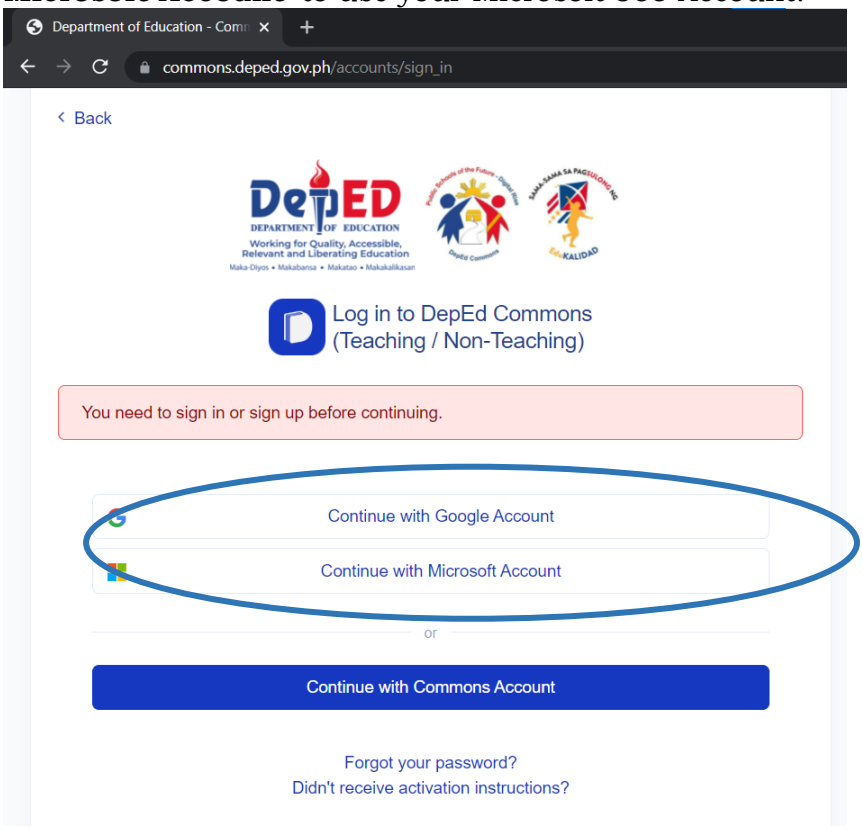
1. Open any browser and access **https://car.lms.deped.gov.ph.**



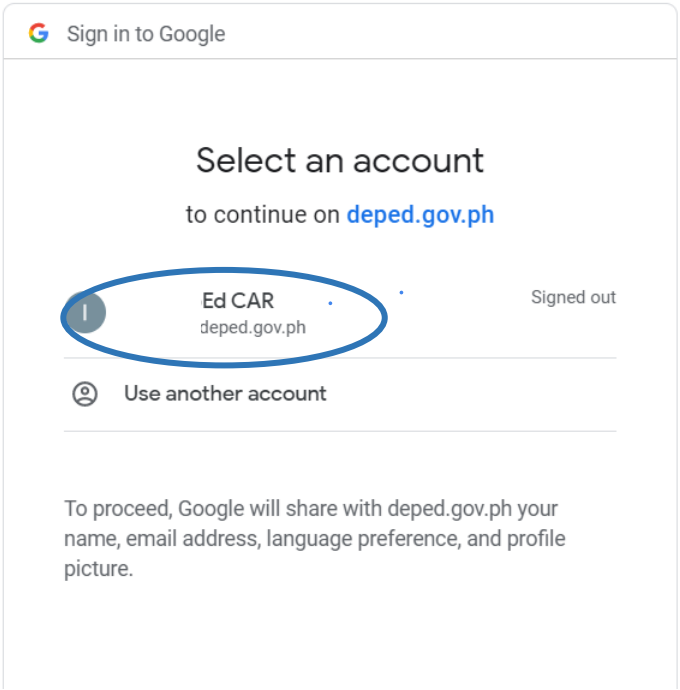
2. Click the button **'DepEd Commons Teachers'.** You will be redirected to DepEd Commons Website.



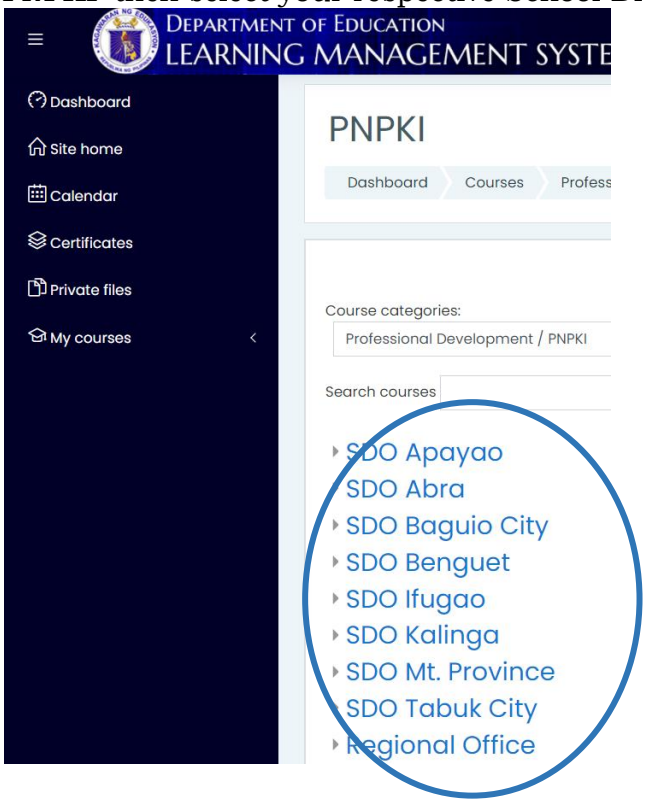
3. Click '**Continue with Google Account**' to use your DepEd Email or '**Continue with Microsoft Account**' to use your Microsoft 365 Account.



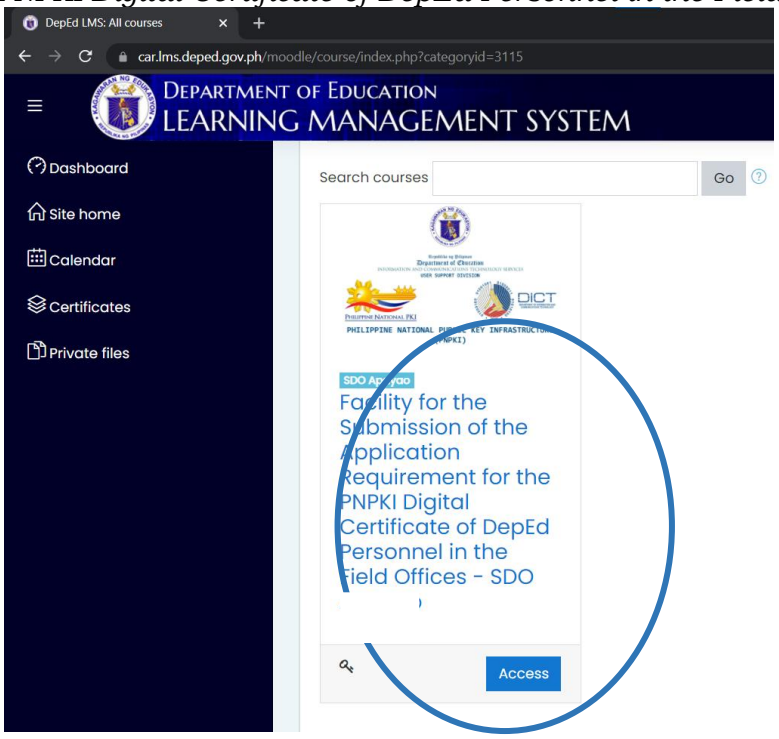
4. Choose or sign-in your DepEd Email/Microsoft 365 account.



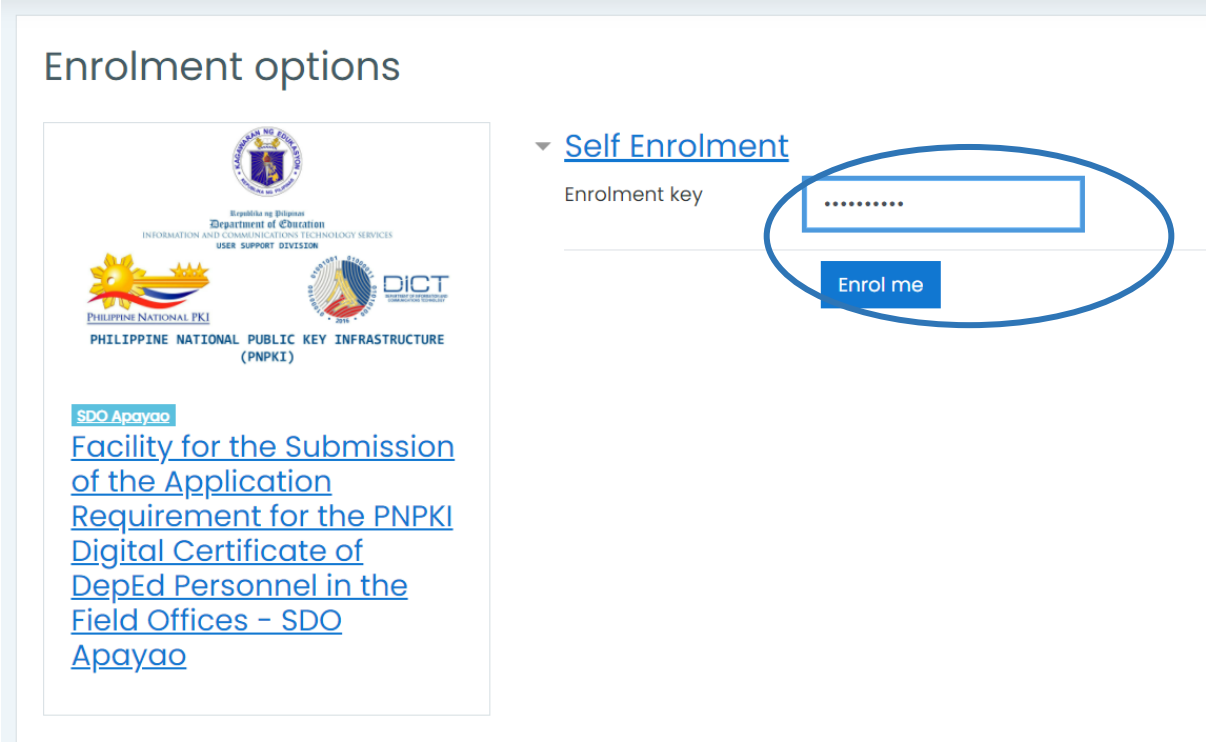
5. Click '**Site Home**' in the main menu then click '**Professional Development**'. Click '**PNPKI**' then select your respective School Division.



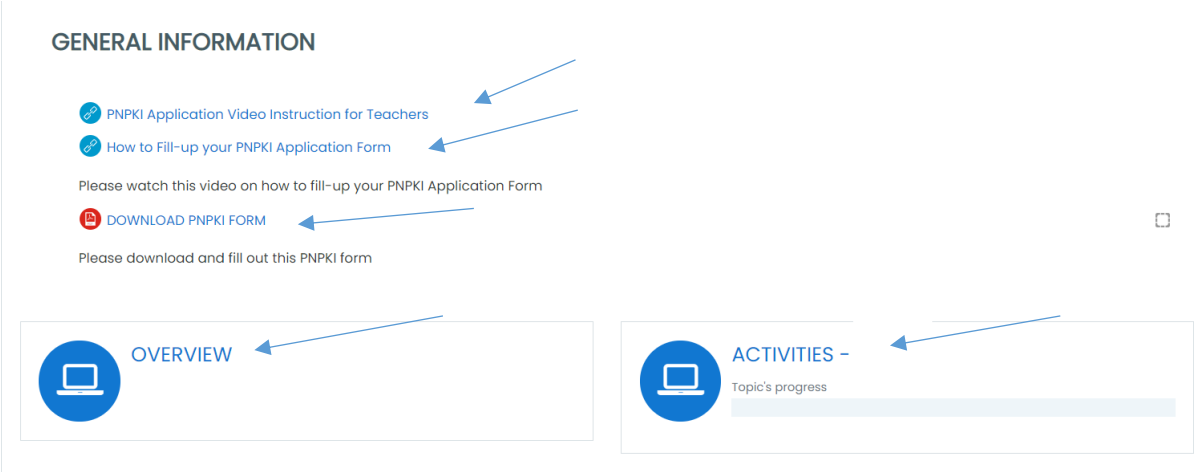
6. Click the course titled *Facility for the Submission of the Application Requirement for the PNPKI Digital Certificate of DepEd Personnel in the Field Office – [Division Name].*



7. Enter the enrolment key given by your ICT Coordinator (School/District ICT Coordinator for school personnel, Division IT Officer for Division Office personnel and ICTU personnel for the Regional Office personnel). Click the button **'Enrol me'**.



8. Follow instructions, finish the course, and wait for updates from your respective ICT Coordinator.



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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0721-0169
MEMORANDUM
26 July 2021

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
Region and Division IT Officers
Region and Division Personnel Officers
School Heads
All Others Concerned

Subject: **ADDENDUM TO THE MEMORANDUM ON THE APPLICATION OF FIELD OFFICES AND SCHOOL PERSONNEL FOR PNPKI DIGITAL CERTIFICATES**

The Commission on Election's (COMELEC) *Policy Guidelines on the Implementation of Digital Certificate for the 2022 National and Local Elections and Bangsamoro Autonomous Region of Muslim Mindanao Elections* requires the use of digital signatures for personnel who will serve in the May 2022 National and Local Elections to ensure transparency and credibility.

In relation to this, the Office of the Undersecretary for Administration (OUA) releases this addendum to OUA Memo 00-0721-0129 *Application of field offices and school personnel for PNPKI digital signature* released on 16 July 2021.

The Department of Information and Communications Technology (DICT) has extended their full support by allowing DepEd to process the application for digital certificates through bulk registration and has waived the submission of requirements that are otherwise too taxing to provide, considering that DepEd personnel who will serve in the election **must have digital certificates on or before the 30th of September 2021**.

For the prioritization list in the processing of applications and composition of the PNPKI Team, please refer to **Annex A**.

For the steps and details on the application process, refer to **Annex B.**

In relation to the application process, the following asynchronous (or self-paced) virtual orientations and demonstration activities will be conducted:

1. The use of the **Learning Management System (LMS).**
2. **Submission** of PNPKI requirements **through the LMS.**

   Note: Both activities will run from **29 July to 25 August 2021.**

DepEd PNPKI Resources such as forms, guides, and samples are already available through this link: **http://bit.ly/Deped-PNPKI**. Contents of this resource, including process flows and other materials, will be regularly updated.

For any questions and concerns, please contact the following personnel through email or chat via MS Teams:

- PNPKI concerns – Ms. Niña Rica Bernas (support.pnpki@deped.gov.ph)
- LMS concerns – Mr. Winifredo Valdez (support.usdlms@deped.gov.ph)

For immediate compliance.

ALAIN DEL B. PASCUA
Undersecretary

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Annex A

PRIORITIZATION OF DEPED PERSONNEL FOR PNPKI DIGITAL CERTIFICATE APPLICATION

1. **Prioritization**

DepEd personnel who are currently or will be involved in the following shall be prioritized:

- The 2022 National and Local Elections
  - COMELEC stated that DepEd personnel who will serve in the 2022 elections should have the PNPKI-digital certificate by September 2021.
- Signatories of procurement-related activities
  - Head of the Procuring Entity;
  - Bids and Awards Committee Member;
  - Technical Working Groups;
  - BAC Secretariat; and
  - End-users/Implementing Units.
- Members of the DepEd PNPKI Team in all governance levels.
- Other activities that require immediate use of PNPKI-certified digital certificate.

2. **Regional PNPKI Team (i.e., PNPKI Focal Person, etc.)**

Regional offices will have the flexibility to arrange the schedules when their respective SDOs may access the portal.

The composition of the Regional and Division PNPKI Teams are as follows:

a. **Regional Directors**

- Responsibilities
  - Oversee the activities, status of submissions, and other related activities.
  - Provide the support needed by the PNPKI Teams to reach at least 90% of the personnel in the priority list and at least 75% of personnel in the region with PNPKI digital certificate by September 2021.

b. **Regional Information Technology Officers (RITOs)**

- Officially designated as **PNPKI Focal Person and Team Leader of Regional PNPKI Team** effective immediately.
- RITOs are instructed to update and submit the following information through email to Mr. Hubert Cordial at hubert.cordial@deped.gov.ph **on or before 23 July 2021**:

- Complete Name, Position, DepEd email address, and contact number/s.

- Responsibilities
  - In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for their PNPKI-certified digital certificate.
  - Setup and manage Regional LMS servers.
  - Coordinate with the PNPKI Cluster Team Office assigned in their respective regions.
  - May opt to add member/s to the Regional PNPKI Team as needed.
  - Report to DepEd Central Office via **support.pnpki@deped.gov.ph** the status of the number of applications submitted thru the LMS.
  - Assist in resolving issues and concerns in relation to the activity.

c. **Regional Administrative Officer Personnel**

- Officially designated as **Regional PNPKI Team members** effective immediately.
- Responsibilities:
  - Support and assist the **Regional Focal Person** in the execution of responsibilities.
  - Support and assist the **Regional PNPKI Team** in the scheduling of the personnel within the Regional Office.
  - Assist in resolving issues and concerns in relation to the activity.

d. **Division Information Technology Officers (DITOs)**

- Officially designated as **Regional PNPKI Team member** and **Division PNPKI Team Lead** effective immediately.
- Responsibilities
  - Assist the **Regional PNPKI Team** in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity.
  - Coordinate and assist the **Regional PNPKI Team** in finalizing LMS training schedules for their respective division.
  - May opt to add member/s to the **Division PNPKI Team** as needed.
  - Coordinate and assist the applicants on how to fill-out the application form and other requirements.
  - Assist in resolving issues and concerns in relation to the activity.

e. **Division Administrative Officer Personnel**

- Officially designated as Division PNPKI Team members effective immediately.
- Responsibilities:
    - Support and assist the **Division PNPKI Team Lead** in the execution of responsibilities.
    - Support and assist the **Division PNPKI Team** in the scheduling of the personnel within the Regional Office.
        - Assist in resolving issues and concerns in relation to the activity.

3. Data Privacy

- To protect the handling of personal information that will be used in this endeavor, only those recognized DepEd personnel will be able to transact with PNPKI offices and personnel.
- It is the responsibility of the members of the Regional and Division PNPKI Teams to **secure** the submitted requirements of all applicants in compliance with the Data Privacy Act.

Annex B

STEPS IN BULK APPLICATION FOR PNPKI DIGITAL CERTIFICATE

This is for DepEd Field Office personnel who will apply through bulk application done thru the DepEd Learning Management System (LMS.)

Steps in applying for the PNPKI digital certificate:

1. Preparatory activities prior to applying for the PNPKI digital certificate are as follows:

    a. Secure a soft copy of clear and decent passport-sized ID picture
    - 4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches.
    - Picture should show the whole head up to the shoulders.
    - Clear (not blurred) and high-resolution picture (min. of 600 dpi)
    - When taking the picture using a smartphone, ensure that the resolution is set at the highest setting and with ample lighting.
    - Image should be in either JPG or PNG format.
    - Taken within the last six (6) months
    - Stretched images will not be considered

    b. Secure soft copy of electronic signature
    - Using a black permanent marker or any writing instrument with a broad and continuous even ink flow, write a big sample of your signature on a piece of white paper.
    - Ensure that the sample signature is very clear and matches your official signature.
    - After making the sample signature, have it scanned in high resolution (minimum of 600 dpi) and saved in JPG or PNG format.

    c. Download the free Adobe Acrobat Reader DC
    - To download the free Adobe Acrobat Reader DC, go to this site: https://get.adobe.com/reader/?promoid=KSWLH
    - Before downloading the free Adobe Acrobat Reader DC application, make sure that all checkboxes in the “Optional Offers” section are clear or unchecked to avoid ads.
    - Next, click “Download Acrobat Reader” and follow instructions until the application is installed on computer.

2. Download Application Form via: http://bit.ly/Deped-PNPKI
    a. Individually accomplish said form by clicking on text boxes. Please note that some items with either an asterisk (*) or "red-colored" boxes are required to be filled-out by the applicant/s.
    b. After accomplishing the form, save it in this format:

        LastName_FirstName_EmployeeNumber_[your affiliation)

        Example: Bernas_Niña_EmployeeNumber_SDO

    NOTE: PNPKI will not accept handwritten application forms.

3. Submission of Requirements - The submission of requirements will be within the DepEd LMS.

4. Notification from the Central Office, Regional or Division PNPKI Team, thru an advisory or memoranda, will be issued for updates and next steps.

KAGAWARAN NG EDUKASYON

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