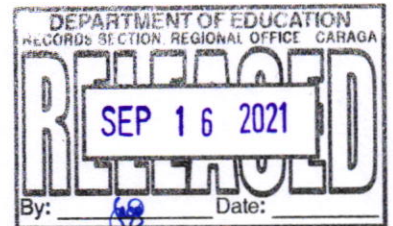




Republic of the Philippines
Department of Education
CARAGA REGION



September 15, 2021

REGIONAL MEMORANDUM

No. 719, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
Division PNPKI Teams
Division IT Officers
Division Personnel Officers
This Region

GUIDELINES ON THE SUBMISSION OF PNPKI DIGITAL SIGNATURE
APPLICATION TO THE REGIONAL OFFICE

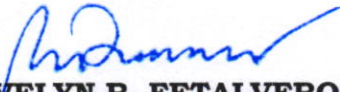
1. In relation to the application of DepEd Personnel to Philippine National Public Key Infrastructure (PNPKI) Digital Certificate, the Regional PNPKI Team have created these guidelines for the orderly processing of submission.
2. The following are the required documents to be submitted to the regional office:
 - a. Compressed file containing all the application forms in pdf format
 - b. Accomplished Excel template listing all the names of application within their division
 - c. A certification stating that the applicants whose names are on the list are bonafide personnel in their division to be prepared by the Division Certification Team Lead (Division Personnel Officer)
3. The Division PNPKI Focal Person (Division IT Officer) must submit these requirements thru Google Drive shared by the Regional PNPKI Focal Person in their official Group Chat.
4. In this drive, there are two folders with foldername: 'Pile No. 1' and 'Pile No. 2'.
 - a. PILE No. 1: All application documents of personnel who's willing to serve in the 2022 National and Local election must be saved here.
 - b. PILE No. 2: Will only include documents for PNPKI Digital Certificate applicants.
5. Under these 'Pile' Folders, there are 5 provinces of which all the above-mentioned requirements must be saved to where their Division Office belongs:
 - a. Province of Agusan del Norte (Divisions of Agusan del Norte, Butuan City, and Cabadbaran City)
 - b. Province of Agusan del Sur (Divisions of Agusan del Sur, and Bayugan City)



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- c. Province of Surigao del Norte (Divisions of Surigao del Norte, Surigao City, and Siargao Island)
 - d. Province of Surigao del Sur (Divisions of Surigao del Sur, Bislig City, and Tandag City)
 - e. Province of Dinagat Islands (Division of Dinagat Islands)
6. Deadline for the submission of PNPKI application is on September 21, 2021.
7. Wide and immediate dissemination of this memorandum to all concerned is highly desired.


EVELYN R. FETALVERO, CESO IV
Director IV

Encls.: NONE

Reference: NONE

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

DIGITAL CERTIFICATE

INFORMATION TECHNOLOGY

PNPKI

ICTU/mma
09/15/2021