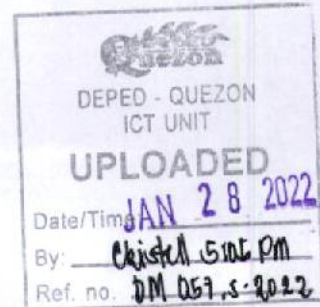




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



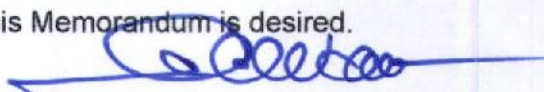
27 January 2022

**DIVISION MEMORANDUM**  
DM No. 107, s. 2022

**IMPORTANT REMINDERS ON APPLICATIONS FOR  
PNPKI DIGITAL CERTIFICATES**

**To:** OIC - Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In reference to OUA Memorandum 00-0122-0130, s. 2022 dated January 25, 2022 re: Important Reminders on Applications for PNPKI Digital Certificates, the Undersecretary for Administration (OUA) disseminates the following reminders of the DICT to PNPKI applicants.
2. Always check your DepEd email inbox (including spam folder) for the PNPKI Email notification.
3. Once the email notification is received, use the log-in credentials to access the PNPKI Self-Service Portal and request the digital certificate (p12 file).
4. After downloading the p12 file, ensure to keep this file in a secure location. **Please don't forget your password.**
5. For Immediate dissemination and guidance of this Memorandum is desired.

  
**ELIAS A. ALICAYA, JR., EdD**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

ictwbp01/27/2022  
DEPEDQUEZON-TM-SDS-04-009-003



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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0122-0130**

### MEMORANDUM

25 January 2022

**For: Regional Directors  
Schools Division Superintendents  
School Heads  
Teachers  
All Others Concerned**

**Subject: IMPORTANT REMINDERS ON APPLICATIONS FOR  
PNPKI DIGITAL CERTIFICATES**

This refers to the letter from the Department of Information and Communications Technology (DICT) dated 18 January 2022 regarding the implementation of the Philippine National Public Key Infrastructure (PNPKI) digital certificate for use of the Electoral Boards in the National and Local Elections (NLE) 2022.

While PNPKI Support Teams are currently able to address concerns related to the application process (i.e., applicants needing to correct their personal information, change or recover passwords, etc.), they may get overwhelmed once they receive bulk support requests in short notice. With this, they might not be able to provide assistance on time or before NLE 2022.

To avoid this and other issues as well as to ensure smooth operations, the Office of the Undersecretary for Administration (OUA) disseminates the following reminders of the DICT to PNPKI applicants:

1. Always check your email inbox (including spam folder) for the PNPKI email notification. Please refer to the email accounts that were used in your PNPKI application.
2. Once the email notification is received, use the log-in credentials to access the PNPKI Self-Service Portal and request the digital certificate (p12 file). Please refer to this link for the complete manual: <https://dict.gov.ph/wp-content/uploads/2021/11/How-to-request-and-download-your-PNPKI-certificates-1.pdf>



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### Office of the Undersecretary for Administration (OUA)

*[Administrative Service (AS), Information and Communications Technology Service  
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support  
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

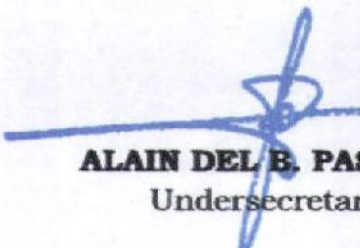



3. After downloading the p12 file, ensure to keep this file in a secure location.

For more information, kindly refer to the attached copy of the letter and OUA Memorandum No. 00-0122-0082 titled *PNPKI Status Update as of 19 January 2022*.

For questions and concerns, kindly contact Ms. Niña Rica Bernas (PNPKI) at [support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph) and Mr. Winifredo Valdez (DLMS) at [support.usdlms@deped.gov.ph](mailto:support.usdlms@deped.gov.ph) . Both personnel may be reached through email or Microsoft Teams.

For information and guidance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



OUA005-0122-00 30  
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18 January 2022

**ALAIN DEL B. PASCUA**  
*Undersecretary for Administration*  
**Department of Education**  
DepEd Complex, Pasig City

**Dear Undersecretary Pascua:**

Greetings from the Department of Information and Communications Technology (DICT)!

This has reference to the update and monitoring of the implementation of PNPKI (Philippine National Public Key Infrastructure) digital certificate for use of the Electoral Boards in the National and Local Election (NLE) 2022.

The DICT is glad to inform you that we have approved two hundred eighty-four thousand seven hundred seventy (**284,770**) DepEd applicants to become PNPKI subscribers as of this writing. They were notified via email along with their credentials in order to access the PNPKI Self-Service Portal, where they need to request for and download their digital certificate. However, our system just monitored only eighty-nine thousand seventy-five (89,075) DepEd subscribers that requested for their digital certificates. Based on our experiences, some subscribers face minor issues while they are accessing their accounts such as corrections on subscriber's personal information and password changes and/or recovery, to name a few. The DICT however can resolve such issues with the aid of our PNPKI Support Teams. The problem may occur when we start receiving bulk support request in short notice of time before the NLE 2022. PNPKI Support Teams might get overwhelmed and may not be able to provide assistance on time or before the election where they need to request for and download their digital certificates.

In order to prevent such predicaments and to properly implement this endeavor, we hereby respectfully seek the assistance of the Department of Education in reminding these DepEd personnel PNPKI applicants to:

- (1) Always check their email inbox (including their spam folder) for the PNPKI email notification. Please refer to the email accounts that were used in their PNPKI application.
- (2) Once the email notification is received, use the log-in credentials to access the PNPKI Self-Service Portal and request the digital certificate (p12 file). Please refer to this link for the complete manual: <https://dict.gov.ph/wp-content/uploads/2021/11/How-to-request-and-download-your-PNPKI-certificates-1.pdf>
- (3) After downloading the p12 file, ensure to keep this file in a secure location.

Should you have questions and concerns, you may contact **Dir. Jose Carlos P. Reyes** and/or **Engr. Ariel V. Rodriguez** of the Cybersecurity Bureau - Digital Certificate Division through their email address at [josecarlos.reyes@dict.gov.ph](mailto:josecarlos.reyes@dict.gov.ph) and [ariel.rodriguez@dict.gov.ph](mailto:ariel.rodriguez@dict.gov.ph), respectively.

Thank you very much.

Very truly yours,

**ATTY. KRISTOFFER L. TIANSAY**  
*Assistant Secretary for Cybersecurity*

Copy furnished:

**Secretary LEONOR M. BRIONES**  
Department of Education

**Commissioner MARLON S. CASQUEJO**  
Steering Committee Chairperson, Commission on Elections