



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

September 23, 2020

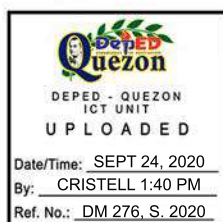
**DIVISION MEMORANDUM**

DM No. 276, s. 2020

**APPLICATION FOR DIGITAL CERTIFICATE**

To: OIC-Assistant Schools Division Superintendent, Chief on School Governance and Operation, Chief on Curriculum and Implementation, Section Heads, Education Program Supervisors, Education Program Specialist, Public School District Supervisors and all others Concerned

1. This office encourage the Division Employees in applying their Digital Certificate in response to Quezon Online Document Tracking System Version 2 (QODTS) and to lessen the face to face transaction in this pandemic situation.
2. Here are the following **ORIGINAL** scanned requirements to be submitted :
  - a. Dully accomplished form (Philippine National PKI) - you may download the form thru this link: <http://bit.ly/PNPKIApplicationForm>
  - b. Birth Certificate - in the absence of a Birth Certificate, the applicant may submit his/her passport
  - c. UMID ID - in the absence of UMID ID, the applicant may submit his/her any two valid id's (company ID, driver's license, philhealth ID, TIN ID)
3. Please send the application of the Digital Certificate Application together with the softcopy requirements to [lc2.support.pnpki@dict.gov.ph](mailto:lc2.support.pnpki@dict.gov.ph) with a Subject: "Application of <Name of Applicant> of <Agency Name> e.g. Application of Juan Dela Cruz of Schools Division of Quezon.
4. All application and documents received by the Department of Information Communications and Technology (DICT) is strictly be kept confidential and solely intended for the application of PNPKI Digital Certificate. As soon as the DICT receives the intention for applying the Digital Certificate they will schedule a video conference as verification of the applicant.
5. The applicant must inform the Division Information Technology Officer (DITO) and the Records Officer once approved.
6. Immediate and wide dissemination of this Memorandum is desired.



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

ictwbp09/23/2020

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

April 7, 2020

**MR. WILFREDO E. CABRAL**  
Regional Director  
Department of Education Region IV-A

Dear **MR. CABRAL**;

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

Presidential Proclamation No. 922 placed the country under public health emergency and the whole Luzon in Enhanced Community Quarantine (ECQ) necessitate the government to implement different working schemes to ensure that vital services are still delivered to the public. Teleconferencing, Alternate Working Schedule, Skeletal Force and even Work From Home (WFH) are encouraged and implemented to ensure social distancing and that no physical contact among and between employees and the public is enforced.

In line with the above, DICT made available the Philippine National Public Key Infrastructure (PNPKI) or more popularly known as Digital Signature to critical government employees needing to sign official documents and correspondence while on WFH and/or physically away from the office.

We will appreciate receiving your list of staff availing of the PNPki or Digital Signature so we can create as soon as possible the Digital Certificate needed. Rest assured that DICT will assist in the proper installation of the application in their computing device. In addition, PNPki Manual is available online at [www.dict.gov.ph/pnpki](http://www.dict.gov.ph/pnpki).

If you have some more queries on the PNPki, you can get in touch with our focal person **Mr. Kouji Marquez** on his mobile no. **09778024302** and email address **kj.marquez@dict.gov.ph** or to the official DICT – LC2 PNPki email at **lc2.support.pnpki@dict.gov.ph**.

Thank you and hoping to hear from you.

Yours in public service,

Digitally signed by  
Sy Reynaldo Tan  
Date: 2020.04.07  
12:27:05 +08'00'

**REYNALDO T. SY**  
Regional Director  
Region 3 and 4A