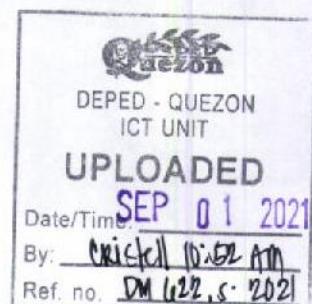




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 August 2021

DIVISION MEMORANDUM

DM No. 622, s. 2021

**ORIENTATION FOR SCHOOL ADMINISTRATIVE OFFICER ON VALIDATION
AND APPROVAL OF SCHOOL PHILIPPINE NATIONAL PUBLIC KEY
INFRASTRUCTURE (PNPKI) DIGITAL CERTIFICATES**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Section Heads
Division/School Administrative Officer
District/School ICT Coordinator
All Others Concerned

1. Relative to OUA Memo. No. 00-0721-0129, this Office through the ICT Unit in collaboration with the Admin and Personnel Unit shall conduct an Orientation on the Validation and Approval of School Administrative Officer on Philippine National Public Key Infrastructure (PNPKI) on September 3, 2021, 10:30 a.m. via Google Meet platform. Meeting Link: meet.google.com/fbz-xish-muq.
2. This orientation aims to discuss the roles of the Division PNPKI Team, procedures for PNPKI application, and submission through Learning Management System (LMS) including validation and approval of the application of PNPKI Digital Certificates. See the following enclosure for your reference:
Enclosure A : List of School Administrative Officer Participants and their assigned cluster schools
Enclosure B : Schedule of Activities of PNPKI Digital Certificates
Enclosure C: Consolidated District Template of PNPKI Applicants through District ICT

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3. Food and incidental expenses relative to this orientation shall be charged to Division HRTD fund while for the participants shall be charged to Division MOOE/Local funds subject to usual accounting rules and auditing procedures.
4. For more information and further queries on this matter, kindly contact us via email at sdo.quezon.ict.@deped.gov.ph.
5. Immediate dissemination of this Memorandum is earnestly desire.

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

ictwbp/08/31/2021

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Enclosure A

**List of School Administrative Officer Participants and their assigned cluster schools -
Elementary**

NO.	DISTRICT	SCHOOL ADMINISTRATIVE OFFICER
1ST CONGRESSIONAL DISTRICT		
1	BURDEOS	RUSTOM A. MASIBAY from Infanta
2	GEN. NAKAR I	JADE MAY Q. PADERAGAO
3	GEN. NAKAR II	DESSERTY R. MAUHAY from Infanta
4	INFANTA	JINIELYN MORFE
5	LUCBAN	CASIANO O. SOLERA JR. from Infanta
6	MAUBAN NORTH	BALAMBAN, CHRISTIAN EMMANUEL G.
7	MAUBAN SOUTH	SALUMBIDES, LESLIE MARIE
8	PAGBILAO I	LAPUZ, NATHANIEL R. from Mauban South
9	PAGBILAO II	PORNOBI, IVY DIANNE G.
10	PANUKULAN	RIZZA JAN P. DEL VALLE from Infanta
11	PATNANUNGAN	JENELYN J. LLANETA
12	JOMALIG	
13	POLILLO	ORTILLANO, MONALYN M.
14	REAL	LALUNIO, RIZA S.
15	SAMPALOC	
2ND CONGRESSIONAL DISTRICT		
16	CANDELARIA EAST	CARIL, ESTRELLA T.
		PAGAYON, NICHOLE ANNE V.
		DE RAMOS, RONALD M.
		CONCEPCION, GEORGE S.
17	CANDELARIA WEST	DE MESA, DANRIA PAULETTE Z.
		GO, EMMANUEL O.
		ARELLANO, UNIVERZE V.
18	DOLORES	JABOLA, JOVELYN S.
		BRUCAL, MARREN A.
19	SAN ANTONIO	BACON ANABELLE
		BALLESTRA, YEZA E.
20	SARIAYA EAST	RODRIGUEZ, RUSSELL S. from Sariaya West
		AWA, MA. ALELI M. from Sariaya West
21	SARIAYA WEST	SALAZAR, MA. ANTONIA C.
		MALIJAN, MICHELLE L.
22	TIAONG I	BIHIS, CHRISTINE A.

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		CASTILLO, EDWIN
		RODEL, CARMEN LIEZL G.
23	TIAONG II	PEÑAROYO, KARYL R.
		CASTILLANO, LILIBETH L.
		TOLENTINO, REYNON B.
3RD CONGRESSIONAL DISTRICT		
24	BUENAVISTA I	MARY JOYCE S. ZAMORA
25	BUENAVISTA II	ARANZA, CHERIE ROSE A. from Catanauan I
26	CATANAUAN I	APOLINAR, MARY KEITH
27	CATANAUAN II	CABANGON, CRISTINE R.
28	GEN. LUNA	GOZO, GEORGE B.
29	MACALELON	CANTARA, RUTH ANN A. from Catanauan I
30	MULANAY I	MORES, REALLYN D. from Unisan
31	MULANAY II	COLLEEN CIARA E. ROSALES
32	PADRE BURGOS	
33	AGDANGAN	ASILO, RONALDO P.
34	PITOGO	GOMAR A. MENDREJE from San Andres
35	SAN ANDRES	JOHN LESTER LUCBAN
36	SAN FRANCISCO I	MALLARI, JOHN HESTER R.
		JUN RODNEY R. LANDICHO
37	SAN FRANCISCO II	GINEVEVE C. MARVIN
38	SAN NARCISO I	BRYAN V. FERNANDEZ from San Francisco I
39	SAN NARCISO II	MENDEVIL, MINETTE R.
40	UNISAN	BERADOR, AIZA L.
4TH CONGRESSIONAL DISTRICT		
41	ALABAT	MARANAN, HELEN A.
42	ATIMONAN I	ESPOSO, ROSVYL CLAUDIA E.
43	ATIMONAN II	MANILA, MARIA VIOLA R.
44	CALAUAG EAST	DIANNE T. TOLENTINO
45	CALAUAG WEST	LOREZA T. ARAÑO
46	GUINAYANGAN NORTH	MADONNA M. NICOLAS
47	GUINAYANGAN SOUTH	MERJUDIO, BRYAN JOSHUA A. from Calauag West
48	GUMACA EAST	MORENO, MA. CRISELA O.
49	GUMACA WEST	DONALD FONTANOSA from Calauag West
50	LOPEZ EAST	LUNA, MARIZELLE N.
		JOHN LOUVEN MARASIGAN from Lopez East
51	LOPEZ WEST	SAMSON, JAYMAR A.

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		MAYORGA, VERNA A.
52	PEREZ	AVISTADO, KYZL V.
53	PLARIDEL	LERNA MAPAYE
54	QUEZON	AMANDY, JANINE A.
55	TAGKAWAYAN I	EVA A. CANACO
56	TAGKAWAYAN II	SAN DIEGO, LUISITO S.

**List of School Administrative Officer Participants and their assigned cluster schools -
 Secondary**

NO	MUNICIPALITY	SCHOOL ADMINISTRATIVE OFFICER
1ST DISTRICT		
1	GENERAL NAKAR 1	JULIE ANNE M. MANIPOL from Mauban South
2	GENERAL NAKAR 2	
3	LUCBAN	OLIVIA P. ABARICIA
4	SAMPALOC	
5	MAUBAN NORTH	ELAINE GAY N. CAAGBAY
6	MAUBAN SOUTH	
7	PAGBILAO I	JOJI D. ROBEDILLO
8	PAGBILAO II	
9	JOMALIG	JHON PATRICK R. CORPUZ
10	BURDEOS	
11	PANUKULAN	
12	PATNANUNGAN	
13	POLILLO	EVA B. BUSTONERA
14	INFANTA	
15	REAL	
2ND DISTRICT		
16	CANDELARIA EAST	MARK ARJAY R. CASTRO
17	CANDELARIA WEST	
18	SAN ANTONIO	
19	SARIAYA EAST	MYCA SAIBEL C. CABANGON
20	SARIAYA WEST	
21	DOLORES	MARA D. CABRIGA
22	TIAONG I	
23	TIAONG II	
3RD DISTRICT		
24	BUENAVISTA I	WENSAM SIM M. PENTINIO

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25	BUENAVISTA II	HERBERT A. PUREZA
26	CATANAUAN I	
27	CATANAUAN II	
28	UNISAN	
29	GENERAL LUNA	CHENEE S. MASCARDO
30	MACALELON	
31	MULANAY I	JUANITA S. SALAS
32	MULANAY II	
33	PADRE BURGOS	MINERVA D. MANCILLA
34	AGDANGAN	
35	PITOGO	MAILA S. AUSA
36	SAN ANDRES	
37	SAN FRANCISCO I	KAREN JOY E. MACATANGAY
38	SAN FRANCISCO II	
39	SAN NARCISCO I	ROXANNE P. RIVADULLA
40	SAN NARCISCO II	
4TH DISTRICT		
41	ALABAT	VIA MAE L. LUMANGLAS
42	PEREZ	
43	QUEZON	
44	ATIMONAN I	MERCY N. DEFANTE
45	ATIMONAN II	
46	GUMACA WEST	
47	CALAUAG EAST	MARY GRACE C. ZAMORA
48	CALAUAG WEST	
49	GUINAYANGAN NORTH	CHERRY ROSE A. MANALO
50	GUINAYANGAN SOUTH	
51	GUMACA EAST	
52	LOPEZ EAST	DALIA M. VITO
53	LOPEZ WEST	
54	PLARIDEL	BELLA A. LAMINA
55	TAGKAWAYAN I	
56	TAGKAWAYAN II	

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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure B : Schedule of Activities of PNPKI Digital Certificates

DATE ACTIVITIES

Aug. 16 – Division Orientation on the Application of Field Offices and School Personnel for PNPKI Digital Certificates

Aug. 17 – School Orientation on the Application of Field Offices and School Personnel for PNPKI Digital Certificates

Aug. 25 – Deadline of PNPKI Application of Field Offices and School Personnel who will serve on May 2022 Elections

Sept. 3 – Orientation for School Administrative Officer on Validation and Approval of School PNPKI Digital Signatures

Sept. 6 – List of District Consolidated PNPKI Applicants can claim to District ICT Coordinator

Sept. 7 – Last day of PNPKI Applications for School Administrative Officer

Sept. 8 – 9 Setting manager ROLE of the School Administrative Officer through Division AO

Sept. 9 – 20 PNPKI Validation and Approval by School Administrator Officer

Sept. 21 – Downloading Consolidation Report of Approved PNPKI Digital Signature of Regional IT Officer to be forwarded to the DICT

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Enclosure C : Consolidated District Template of PNPKI Applicants through District ICT

**List of the Applicants for the PNPKI Digital Certificate of
DepEd Personnel in the Field Offices**

District : _____

School ID	School Name	Lastname	Firstname	Middlename	Birthdate	DepEd Email	Contact No.	TIN No.	Residential Address

Prepared by:

District ICT Coordinator

Noted by:

Public Schools District Supervisor

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