



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

May 2, 2024

DIVISION MEMORANDUM

No. 230 , s. 2024

**HYBRID ORIENTATION AND REACTIVATION OF THE PNPKI DIVISION PROJECT
MANAGEMENT TEAM**

- To: Assistant Schools Division Superintendents
Functional Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
1. Relative to Regional Memorandum No. 296, s. 2024 titled “**DepEd Application Orientation with Region III Information Technology Officers**”, this Office, through the ICT Unit, announces the Online Orientation for District and EDDIS PNPKI Focal Person via Microsoft Teams and face-to-face orientation for the Division PNPKI Help Desk Team at the SDO Bulacan – ICT Unit Officer on **May 10, 2024, 9:00 -12:00 a.m.**
 2. This is to ensure compliance and adherence to the government’s directives concerning the integration of electronic commerce in enhancing digital security and efficiency within the Schools Division of Bulacan. **Considering the critical significance and time sensitivity of this matter, especially in view of the upcoming 2025 elections**, all District PNPKI Focal Persons and Division PNPKI Help Desk are instructed to prioritize their participation in this event.
 3. The District and EDDIS PNPKI Focal Person shall cascade the orientation and coordinate with the School PNPKI Project Management team in their respective districts.
 4. Due to the large number of expected applications for processing and validation, the Schools Division of Bulacan reactivates the PNPKI - Division Project Management Team, which will include the Division PNPKI Help Desk Team, **Thirty-One (31) District PNPKI Focal Person for elementary schools** and **Six (6) EDDIS PNPKI Focal Person for secondary schools**. Their task is to validate, consolidate, and monitor the PNPKI submission of their respective municipal and educational districts.
 5. The deadline for the submission of the Designated District and EDDIS PNPKI Focal Person shall be on **May 8, 2024, at 5:00 p.m.** through this link: <https://tinyurl.com/PNPKI2024BULPF>
 6. The Division PNPKI Help Desk shall assist the Division Project Management team with account management, consolidation, validation, and monitoring of the PNPKI submissions at the Division Level.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



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7. The Division PNPKI Help Desk Team is as follows:

• EDDIS I	Marjorie Yateem B. Raymundo	San Roque ES
• EDDIS II	Ana Marie Manlapaz	San Pedro ES
• EDDIS III	Niña Fatima Zacarias	Baras-Bakal ES
• EDDIS IV	Norberto U. Velasco Jr.	Loma De Gato ES
• EDDIS V	Jonathan Yves P. Cruz	Malis ES
• EDDIS VI	Chique Razel T. Cruz	Teodoso R. Manuel ES
• Division Office	Tristan Russ E. Valderama	ICT Unit
• Division Office	Richard C. Biglete	ICT Unit

8. The Division PNPKI Help Desk Team will process requests relative to PNPKI queries **during official working hours only, 8:00 a.m. – 5:00 p.m.** using the Microsoft Teams Channel.


9. Attached with this memo are the following:

- Timetable of activities.
- Application Form Instructions
- Bulk application data sheet
- Regional Memo No. 296, s. 2024

10. This memorandum serves as the travel authority of the abovementioned personnel.

11. All expenses relative to the conduct of this activity shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.

12. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

OSDS/ICT Unit
May 2, 2024



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Enclosure 1 – Timetable of Activities

Activity	Dates	Persons Involved	Tasks
Division Orientation	May 10, 2024	Division ITO, District and EDDIS PNPKI Focal Person, Division PNPKI Help Desk Team	Orient PNPKI Focal Person and Help Desk on PNPKI Application Submission.
District/EDDIS Orientation	May 13 -15, 2024	District and EDDIS PNPKI Focal Person, School Project Management Team	Orient School Project Management Team on PNPKI Application Submission
School Consolidation and Validation of PNPKI Application	May 16-17, 2024	School Project Management Team	School PNPKI Focal Person Consolidates and Validates School Personnel PNPKI Application for District Submission
District/EDDIS Consolidation and Validation of PNPKI Application	May 20 – 21, 2024	District and EDDIS PNPKI Focal Person	Consolidates and Validates at the District/EDDIS Level of PNPKI Application for Division Submission
Division Consolidation and Validation of PNPKI Application	May 22 – 23, 2024	Division Project Management Team and Division PNPKI Help Desk Team	Consolidates and Validates at the Division Level of PNPKI Application for DICT Submission
Transmittal of PNPKI Application to DICT	May 24, 2024	Division Project Management Team	Submit to DICT 100% of the consolidated and validated PNPKI Applications
Technical Assistance and Submission Monitoring	May 16 – 24, 2024	Division ITO and Division PNPKI Help Desk Team	Provide technical assistance on accounts and monitor submission of the PNPKI Application. Create a weekly report on the number of validated submissions per School



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3. Ensure that all information in this form is correct as this will be used in account registration.

No.	Username (Last Name, First Name, Middle Name, Suffix) no space	Full Name (Last Name, First Name, Middle Name, Suffix) Do not use commas (,)	email	mobile	address (for bulk application, please input your office address)	signature (Name as Full Name/ Name that will appear on your signature)	Organization (No abbreviation)	Organizational Unit	Country	sex (M/F)	TIN NO. (Please make sure that all applicants have TIN to avoid system error)	Province (office address)	Municipality (office address)
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0	DeleCruz_Juan_Sign	Dele Cruz Juan Santos Jr.	juan.delacruz@deped.gov.ph	659123456789	Jesse J. Marieno St., Bintog, Pinaridel Bulacan	Dele Cruz Juan Santos Jr.	Department of Education - Region III	SDO Bulacan - Jose J. Marieno MHS (B00726)	PH	M	532431000	Bulacan	Pinaridel
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DepEd Field Units

1. For Regional Office Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) –
(COMPLETE ASSIGNED WORKSTATION)

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION - NCR
4P* Organizational Unit / Department / Division	OFFICE OF THE REGIONAL DIRECTOR-ICT UNIT

2. For Schools Division Office (SDO) Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) –

(SDO Represented) - (Complete Assigned Workstation)

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION – REGION III
4P* Organizational Unit / Department / Division	SDO BULACAN - OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

3. For Public Elementary and Secondary Schools Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) –

(SDO Represented) - (Currently Assigned School [School ID])

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION – REGION III
4P* Organizational Unit / Department / Division	SDO BULACAN – JOSE J. MARIANO MHS (300726)

NOTE:

For SDOs and Public Elementary and Secondary Schools, please ensure that you have indicated if the SDO is a province or a city to avoid confusion.

Example: SDO Cebu Province
SDO Cebu City



Republic of the Philippines
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 REGION III-CENTRAL LUZON

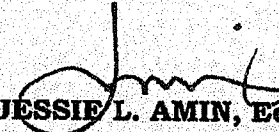
DEPARTMENT OF EDUCATION
 RECORDS SECTION REGIONAL OFFICE
 APR 22 2024
 RECEIVED
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REGIONAL MEMORANDUM
 No. 296, s. 2024

**DEPED PNPKI APPLICATION ORIENTATION WITH REGION III
 INFORMATION TECHNOLOGY OFFICERS**

To : Schools Division Superintendents
 All Others Concerned

1. Referencing the attached email from the DICT Region III Director, Engr. Antonio Edward Padre, it is mandatory for all Information Technology Officers in Region III, along with the Regional Office ICT Unit, to participate in the PNPKI Orientation, which will be conducted online.
2. Given the critical importance and urgency of this issue, particularly in light of the forthcoming 2025 elections, all Information Technology Officers are directed to give precedence to their attendance at this event.
3. The orientation shall be held on the Zoom platform on April 24, 2024, at 2:00 p.m.
4. For further information, contact the DICT PNPKI focal person Mr. Israel Gutierrez at israel.gutierrez@dict.gov.ph.
5. For strict compliance.



JESSIE L. AMIN, EdD, CESO V
 Director III
 Officer-In-Charge
 Office of the Regional Director

Encl.: As stated
 References: None
 To be indicated in the Perpetual Index
 under the following subjects:

DICT	ICT
ITO	PNPKI

ORD1/ictu1
 April 19, 2024

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Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
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On Wed, Apr 17, 2024 at 8:45 AM PNPKI Region 3 <r3.pnpki@dict.gov.ph> wrote:
April 16, 2024

MAY B. ECLAR, PhD, CESO III
Regional Director
Department of Education - Region III

Dear Dr. Eclar,

Warmest greetings from the Department of Information and Communications Technology Region 3!

In adherence to the government's directives concerning the integration of electronic commerce, the Department of Education (DepEd) has initiated the process of applying for Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for its employees. We kindly request your esteemed office to facilitate the necessary procedures and assist in expediting the application process for PNPKI Digital Certificates for DepEd Region 3 employees. This initiative aligns with our collective goal of enhancing digital security and efficiency within our respective departments. In line with this, we are requesting an online meeting with the designated Division Information Technology Officers (DITO), under DEPED Region III, to discuss the details of how they can apply PNPKI Digital Certificates under their divisions. Below are the meeting details:

Topic: DEPED PNPKI APPLICATION ORIENTATION WITH SDO DITO
Date and Time: Apr 24, 2024 / 02:00 PM Singapore
Zoom Meeting ID: 917 2851 1070
Passcode: 808667

Should you require any further information or assistance regarding this matter, please do not hesitate to contact our PNPKI Project Focal, Mr. Israel Gutierrez at israel.gutierrez@dict.gov.ph or thru his mobile number 0908-7023056. Again, we highly appreciate your good office by extending its hand to partner with us on this endeavor. Thank you very much.

Respectfully Yours,

ENGR. ANTONIO EDWARD E. PADRE
Regional Director
DICT Region III

Best Regards,

DICT Region 3 PNPKI Team
<https://dict.gov.ph/pnpki/>
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