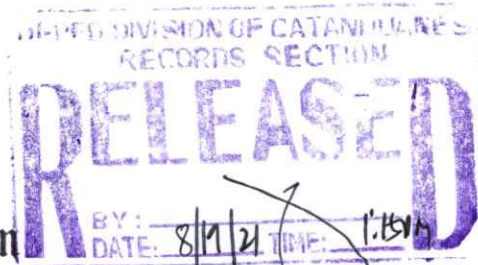




Republic of the Philippines  
**Department of Education**

Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



August 19, 2021

**ADDENDUM TO DM NO. 338 s. 2021, RE: PNPKI Application through Learning Management System(LMS)**

**TO : Assistant Schools Division Superintendent**  
**SDO Chiefs, Section/Unit Heads**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**SDO Personnel**  
**All others concerned**

Please be informed that the ICT unit in partnership with the Personnel Section will conduct an **Orientation-Workshop for the PNPKI Application through Learning Management System for SDO Personnel** (limited face to face) on **August 23, 2021** (Venue-TBA).

Participants are advised to bring laptop, has an ACTIVE Gmail or MS365 Accounts and bring the materials needed in accomplishing the said form(1 passport size clear photo(taken at least 6 months before the application) and e-signature). For the breakdown of participants, please refer below:

<b>Division/Section/Unit</b>	<b>No. of Participants</b>	<b>Total No. of Participants</b>
OSDS	1 representative each (SDS, ASDS, Legal, Records, Supply, Accounting, Cash & Admin) and 3 representative (personnel)	11
CID and SGOD	3 representatives each	6
Training Staff	3	3
<b>TOTAL</b>		<b>20</b>

Attached is the Program of Activities(Enclosure 1) for your guidance and reference.

For information and strict compliance.

**SUSAN S. COLLANO**

Asst. Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent





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(Enclosure 1)

**PROGRAM OF ACTIVITIES**  
**PNPKI Application through Learning Management System for SDO Personnel**  
**August 23, 2021(Venue-TBA)**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
8:00AM – 8:30AM	Registration	Facilitator
8:35AM – 9:00AM	Preliminaries	AVP
9:01AM – 9:30AM	Message	<b>SUSAN S. COLLANO</b> OIC-ASDS, Office of the SDS
9:31AM – 10:00AM	Overview of PNPKI Digital Signature	<b>MARICHELLE B. LLAVE</b> Administrative Officer IV(Personnel)
10:00AM – 11:30AM	-Access LMS portal and Enrolment of PNPKI Course -Installation of Adobe Acrobat, Resize of Passport picture, Creation of e-Signature,	<b>JENNIFER B. METICA</b> ITO-I <b>-Emil Rojas</b> ICT Coordinator(Caramoran RDHS)
12:00N – 1:00PM	LUNCH	
1:01PM – 2:00PM	Continuation of Enrolment of PNPKI Course	<b>JENNIFER B. METICA</b> ITO-I
2:01PM – 3:00PM	Walkthrough and Completion of Activities	<b>JENNIFER B. METICA</b> ITO-I
3:01PM – 4:00PM	Hands-on/Workshop/Submission	Participants
4:01PM – 4:30 PM	Closing	<b>MA. LUISA T. DELA ROSA</b> Asst. Schools Division Superintendent  <b>MA. CARISSA GUERRERO</b> Master of Ceremonies Administrative Aide III(Personnel Section)

\* Note: Participants are requested to register in this link:

<https://tinyurl.com/PNPKISDO>

