



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



March 30, 2022

DIVISION MEMORANDUM
OSDS-ICTU-DM- 161 s. 2022

**ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN
GOVERNMENT TRANSACTIONS WITH DEPED**

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
SDO PNPKI Validators
School Heads
District/School ICT Coordinators
Teachers and Non-Teaching Personnel
All others concerned

1. Please be informed of the attached OUA Memo 00-0322-0189 dated March 24, 2022 entitled **“Adoption of Electronic Documents and Digital Signatures in Government Transactions with DepEd”** about the Public Key Infrastructure(PKI) application of all DepEd officials and personnel through the Learning Management System(LMS) following the requirements set by the Department of Information and Communications (DICT). As stated in Item No. 4 - “In view of the above, this Memorandum shall apply to all DepEd governance levels including the Central Office, Regional Offices, Division Offices and Schools. All original documents made and created using Information and Communication Technology(ICT) and PKI signed shall be the **official and original document.**” Other important details were explained and stipulated in the said memorandum.

2. In relation to this, all designated School ICT Coordinators together with the assigned District/SDO validators are requested to check and extend technical assistance to teachers/personnel who were not able to apply PNPKI last October, 2021 through LMS and accomplish this link <https://tinyurl.com/NEWPNPKIApplicants> for SDO monitoring and validation of said applicants.

3. For information, guidance, and compliance.

SUSAN S. COLLANO
Schools Division Superintendent



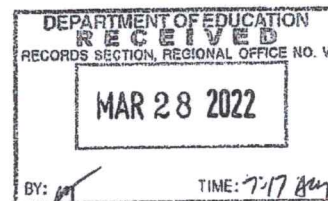
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OUA MEMO 00-0322-0189
MEMORANDUM
24 March 2022

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors and BARMM Education Minister
Schools Division Superintendents
Public School Heads
Regional and Division Information Technology Officers
All Others Concerned

Subject: **ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN GOVERNMENT TRANSACTIONS WITH DEPED**

1. In preparation for the issuance of the Department Order on the '**Guidelines on the Adoption of Electronic Documents and Digital Signatures in Government Transactions in the Department of Education,**' the Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), will facilitate your Public Key Infrastructure (PKI) application.

This aims to facilitate the digital transformation of the Department of Education (DepEd) by instituting a mechanism that will allow acceptance of digital signature in all official documents for ease of archiving and collaboration between DepEd offices and other branches of government.

2. This Memorandum supports Republic Act No. 11032, otherwise known as the '*Ease of Doing Business and Efficient Government Service Delivery Act, 2018*,' Sec. 9(e) which requires electronic versions of documents.



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Office of the Undersecretary for Administration (OUA)

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

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DepEd-Division of Caranduanes

Office of the SDS

MAR 30 2022

Date: _____
Time: _____
By: _____

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Thus, electronic or digital signatures shall be implemented following Republic Act No. 8792, also known as the '*Electronic Commerce Act of 2000*' and Circular No. 2021-006 of the Commission on Audit, which gives the guidance on the use of electronic signatures for accountability purposes to resolve doubts over the reliability of information to be used as audit evidence.

3. The use of the Philippine National Public Key Infrastructure (PNPKI) ensures confidentiality, authenticity, integrity and non-repudiation of electronic transactions and documents. It allows users of public networks to exchange important data in a secure manner.
4. In view of the above, this Memorandum shall apply to all DepEd governance levels including the Central Office, Regional Offices, Division Offices and Schools. All original documents made and created using Information and Communications Technology (ICT) and PKI signed shall be the official and original document.

All officials and personnel must comply with the requirements set by the Department of Information and Communications Technology (DICT) as soon as possible.

5. The use of PKI will enable DepEd to move towards the so-called Digital Government that is efficient, effective and economical. Therefore, it will be the responsibility of offices requiring print and wet signatures to facilitate their internal requirements.

For all future correspondences and queries on this subject, please contact Ms. Nina Rica Bernas, Administrative Assistant II, through 8633 7264 or email at support.pnpki@deped.gov.ph.

For immediate action.


ALAIN DEL B. PASCUA
Undersecretary



March 30, 2022

To : Schools Division Superintendents
All Others Concerned

For Information and widest dissemination.


GILBERT T. SADSAD
Regional Director