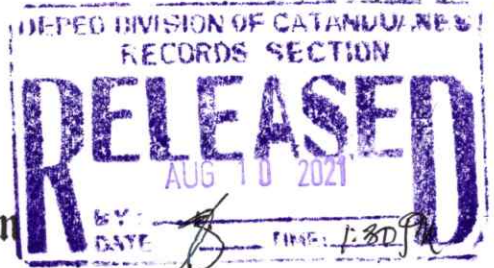




Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 09, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 777 s. 2021

PNPKI Application through Learning Management System

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers and Non-Teaching Employees
District/School ICT Coordinators
All others concerned

1. Pursuant to **Memorandum OUA MEMO 00-0721-129 re: Application of Field Offices and School Personnel for PNPKI Digital Signature** dated July 16, 2021, **OUA MEMO 00-0721-0169 re: Addendum to the Memorandum on the Application of Field Offices and School Personnel for PNPKI Digital Certificates** dated July 26, 2021 and **UnNumbered Regional Memorandum re: PNPKI Application through Learning Management System** dated August 9, 2021, that all submission of PNPKI requirement shall be done through DepEd Learning Management System(LMS) at <https://lms.deped.gov.ph>

2. The LMS site(tenant) for SDO-Catanduanes is <https://f5-2.lms.deped.gov.ph> . The enrolment key to be used to access the PNPKI Course were already sent to the school email account(GMail) and respective Group Chat of concerned personnel. Please take note that the submission of PNPKI requirements through LMS will run from **July 29, 2021 to August 25, 2021**. The DepEd PNPKI resources such as forms, guides and samples are already available through this link: <http://bit.ly/Deped-PNPKI>. For the prioritization list in the processing of applications and composition of the PNPKI Teams, please refer to the attached Annex A and for the steps and details on the application process, please refer to Annex B, all from OUA Memo 00-0721-0169 dated July 26, 2021.

3. The **Division PNPKI Team** shall be composed of the following:

Lead:	Jennifer B. Metica	IT Officer-I
Members:	Emil Rojas	ICT Coordinator (Caramoran RDHS)
	Ma. Eloisa Gonzales	ICT Coordinator(Bigaa ES)





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Division Certification Team:

Lead: **Marichelle B. Llave** AO IV(Personnel)
Members: **Christine Louise S. De Leon** Admin. Assistant III
Ma. Carissa M. Guerrero Admin. Assistant III

Division Validation Team: All School ICT Coordinators

4. The Division PNPKI Teams shall observe the following schedules:

ACTIVITIES	TOPICS	TIME
Online Orientation and Workshop for SDO Personnel and School ICT Coordinators	(Please refer to the attached Enclosure for the Program of Activities)	August 11, 2021 8:30AM – 4:30PM
Roll-out: Accomplishment of PNPKI Application Form/PNPKI Application through LMS (Synchronized by School)		August 12, 2021 8:30AM – 4:30PM
Deadline of Submission of PNPKI Applications		August 16, 2021
Validation of PNPKI Submissions by School ICT Coordinators		August 16-20, 2021
Certification of PNPKI Submissions by HR Personnel		August 18-25, 2021

5. School Heads shall ensure that all personnel in their respective schools who are prioritized in the PNPKI application attend the synchronized activities to be conducted by the school ICT Coordinator. A comprehensive walk-through will be conducted to guarantee that all steps will be followed even by a new computer user applicant.

6. All Division Office Personnel who are included in the prioritization list are likewise required to attend the PNPKI Application through LMS on **August 11, 2021**.

7. It is emphasized that the application for the PNPKI requirements through the DepEd LMS is **completed INDIVIDUALLY** and that the IT Officer-I and School ICT Coordinators are merely directed to coordinate and assist the participants on how to fill-out the application form and other requirements needed.

8. For Technical Assistance and additional information, please contact ICT Unit (CP#09291383262) or email at ictunit.ctd@deped.gov.ph.

9. For information, wide dissemination and strict compliance.

SUSAN S. COLLANO

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

