

Quick Reference Guide: Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for DepEd Personnel

2 messages

DepEd Newsletter <newsletter@deped.gov.ph>

Wed, Mar 23, 2022 at 2:30 PM

To: everyone@deped.gov.ph

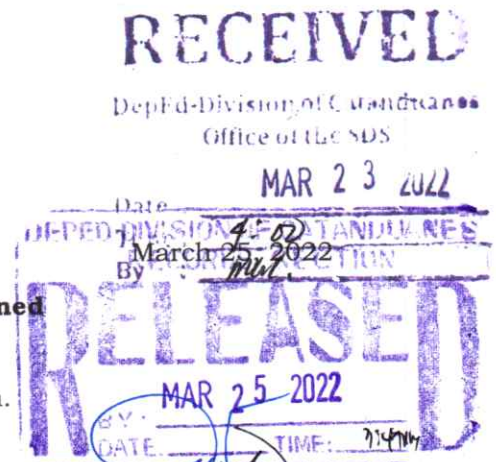
Hinihikayat ng **Kagawaran ng Edukasyon** ang lahat ng guro at kawani na hindi pa nakakapagrehistro ng kanilang **Philippine National Public Key Infrastructure (PNPKI)** na magrehistro na sa **Learning Management System**.

Ang PNPKI ay uri ng pagkakakilanlan o **digital signature** na maaaring gamitin ng mga kawani at ahensiya ng pamahalaan, maging ng publiko na ang layon ay itaas ang antas ng seguridad ng mga mahahalagang transaksyon tulad ng email at paglagda sa mga dokumento gamit ang 'digital signature.'

Basahin ang mga larawan kung paano tugunan ang mga tanong o isyu sa pag-apply ng PNPKI.

To : **School Heads, Teachers & All Others Concerned**

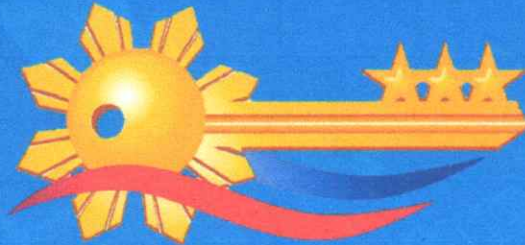
For information and widest dissemination.



SUSAN S. COLLANO

Schools Division Superintendent

ICTU-3/25/2022-jbm



PHILIPPINE NATIONAL PKI

Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for DepEd Personnel

Quick Reference Guide

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7 attachments

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Validity, Expiration, and Renewal of PNPKI Digital Certificates

PNPKI digital certificates are valid up to **two years**.

Toward the expiry of the certificate, DICT will send an email notifying you that your digital certificate will expire soon.

The email will contain further instructions on how you can “renew” your PNPKI digital certificate.

Strictly speaking, a digital certificate cannot be “renewed,” because once the old digital certificate is expired, you must **request for a new one**.



Install and Use Your PNPKI Digital Signature

Once you receive your PNPKI credentials from DICT, you can use them to install your digital signature and attach it to your documents.

Learn how to apply for your PNPKI digital certificate and install it to sign documents using Adobe® Acrobat®.

Access the LMS course titled
How to Request and Install PNPKI Digital Certificates

Central Office personnel can access the course at
training.deped.gov.ph

Field Office personnel can access their Regional LMS at
lms.deped.gov.ph
and select designated Region



Lost/Compromised Private Key or Forgotten Passphrase

Your digital certificate is a public document; it is, however, unique to you.

**NEVER LOSE OR FORGET IT OR
THE PRIVATE KEY AND THE
PASSPHRASE ASSOCIATED WITH
YOUR DIGITAL CERTIFICATE.**

If your private key is lost or compromised, or the passphrase to use it is forgotten, you must request to have your existing digital certificate revoked and request for a new one.

Download the Digital Certificate Revocation Form:
dict.gov.ph/pnpki/revocation-form



What happens to my PNPKI if I leave DepEd?

If you will be separated from government service or your employment with DepEd will be terminated, you must send a request to DICT to have your PNPKI digital certificate **revoked**.

Fill out the **Digital Certificate Revocation Form** and email the **signed copy** to your designated Regional PNPKI team. You must complete the process *yourself* before your last day of service.

The BHROD-Personnel Division (for CO personnel) or the **Human Resource/Personnel Office/Unit** (for RO/SDO personnel) reserves the **exclusive right** to request DICT to revoke the PNPKI credentials of an employee whose employment with DepEd is terminated should if he or she fails to process the request for revocation.

Download the Digital Certificate Revocation Form:

dict.gov.ph/pnpki/revocation-form

For the email address of Regional PNPKI teams, visit

dict.gov.ph/pnpki-where-to-submit



PNPKI Access Issues

Forgot or lost your PNPKI Portal or P12 password?

Send an email to your respective regional PNPKI team for further assistance.

NCR: info.pnpki@dict.gov.ph

Regions I, II, and CAR: lc1.support.pnpki@dict.gov.ph

Regions III and IV-A: lc2.support.pnpki@dict.gov.ph

MIMAROPA and Region V: lc3.support.pnpki@dict.gov.ph

Region VI: vc1.support.pnpki@dict.gov.ph

Regions VII and VIII: vc2.support.pnpki@dict.gov.ph

Regions X and XIII: mc2.support.pnpki@dict.gov.ph

**Regions XI, Region XII, Maguindanao, and Lanao del Sur:
mc3.support.pnpki@dict.gov.ph**

**Region IX and the rest of BARMM:
mc1.support.pnpki@dict.gov.ph**

For the updated contact list, visit

dict.gov.ph/pnpki-where-to-submit

Can't access the PNPKI course on the LMS?

For concerns on the DepEd Learning Management System (including password resets):

Central Office: Email support.usdlms@deped.gov.ph

**Field Offices (Region, Division, or School): Contact your
Regional or Division IT Officer (whichever is applicable)**





Contact Us

Regions, Divisions, and Schools

PNPKI Application

Contact your Regional or Division
PNPKI Focal persons
(IT Officers and Personnel Officers)

LMS and PNPKI Course Concerns

Contact your Regional or Division
LMS Focal person

Central Office

ICT Service-User Support Division (PNPKI Secretariat)

Phone: (02) 8633 7264
PNPKI Application: support.pnpki@deped.gov.ph
LMS Concerns: support.usdlms@deped.gov.ph

BHROD-Personnel Division

Phone: (02) 8633 9345
Email: bhrod.pd@deped.gov.ph

Specific PNPKI Concerns

DICT PNPKI Regional teams

For the updated contact list, visit
dict.gov.ph/pnpki-where-to-submit