



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
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Office of the Schools Division Superintendent

February 18, 2022

DIVISION MEMORANDUM
No. 187, s. 2022

**INSTRUCTIONAL MATERIALS FOR THE UTILIZATION OF
PNPKI DIGITAL CERTIFICATES**

To: Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Public Schools District Supervisors
All Principals and School Heads
All Teaching and Non-Teaching Personnel

In reference to Unnumbered Regional Memorandum dated January 31, 2022 regarding Important Reminders on Applications for PNPKI Digital Certificates, the DepEd Regional Office will be providing both text and video instructional materials for the utilization of PNPKI Digital Certificates. This will help our personnel, especially those who will serve in the 2022 National and Local Elections (NLE), in accessing and utilizing their PNPKI Digital Certificates.

These instructional materials are only for those who have received an email from DICT confirming the approval of their applications for PNPKI Digital Certificate. You may check your DepEd Email to confirm the receipt of said email by typing "PNPKI SelfService Portal Credentials" in the search bar of your DepEd Email.

If no email has been received yet, please coordinate with your Division PNPKI Team. Please also note that applications that have incomplete or incorrect data and those applications under Pile 2 (will not serve in the 2022 NLE) are still being processed.

The instructional materials can be accessed via Google Drive through this link:
<https://tinyurl.com/pnpkiutilization>.

For immediate dissemination and strict compliance.

[Signature]
DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : All Schools Division Superintendents / OIC – SDSs

Subject: INSTRUCTIONAL MATERIALS FOR THE UTILIZATION
OF PNPKI DIGITAL CERTIFICATES

Date : February 15, 2022

In reference to Unnumbered Regional Memorandum dated January 31, 2022 regarding Important Reminders on Applications for PNPKI Digital Certificates, this Office is will be providing both text and video instructional materials for the utilization of PNPKI Digital Certificates. This will help our personnel, especially those who will serve in the 2022 National and Local Elections (NLE), in accessing and utilizing their PNPKI Digital Certificates.

These instructional materials are only for those who have received an email from DICT confirming the approval of their application for PNPKI Digital Certificate. You may check your DepEd Email to confirm the receipt of said email by typing "PNPKI SelfService Portal Credentials" in the search bar of your DepEd Email.

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The instructional materials can be accessed via google drive by accessing this link:
<https://tinyurl.com/pnpkiutilization>.

For questions and concerns, please contact your respective Division PNPKI Team.

For immediate dissemination and strict compliance.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
ORD/ICT2/pch

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Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : All Schools Division Superintendents / OIC - SDSs

Subject: IMPORTANT REMINDERS ON APPLICATIONS FOR
PNPKI DIGITAL CERTIFICATES

Date : January 31, 2022

Attached is the Memorandum No. 00-0122-0130 dated January 25, 2022, from Usec. Alain Del B. Pascua, Undersecretary for Administration (OUA), regarding the Important Reminders on Applications for PNPKI Digital Certificates.

While PNPKI Support Teams are currently able to address concerns related to the application process (i.e., applicants needing to correct their personal information, change or recover passwords, etc.), they may get overwhelmed once they receive bulk support requests in short notice. With this, they may not be able to provide assistance on time or before National and Local Elections 2022.

To avoid this and other issues as well as to ensure smooth operations, the OUA disseminates the following reminders of the Department of Information and Communications Technology (DICT) to PNPKI applicants:

1. Always check your email inbox (including spam folder) for the PNPKI email notification. Please refer to the email accounts that were used in your PNPKI application;
2. Once the email notification is received, use the log-in credentials to access the PNPKI Self-Service Portal and request the digital certificate (p12 file). Please refer to this link for the complete manual: <https://dct.gov.ph/wp-content/uploads/2021/11/How-to-request-and-download-your-PNPKI-certificates-1.pdf>; and
3. After downloading the p12 file, ensure to keep this file in a secure location.

For more information, kindly refer to the attached copy of the letter and OUA Memorandum No. 00-0122-0082 titled PNPKI Status Update as of 19 January 2022.

For questions and concerns, kindly contact Ms. Niña Rica Bernas (PNPKI) at support.pnpki@deped.gov.ph and Mr. Winifredo Valdez (DLMS) at support.dlms@deped.gov.ph. Both personnel may be reached through email or Microsoft Teams.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
ORD ICT2.pch



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