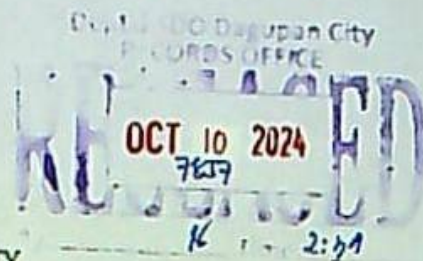




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

October 4, 2024

DIVISION MEMORANDUM

No.: 408, s. 2024

**COMPLIANCE TO THE APPLICATION OF DEPED FIELD OFFICES FOR PNPKI
DIGITAL CERTIFICATES**

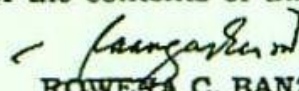
To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teaching & Non-teaching Personnel

In reference to the OUA-OUT Memorandum dated October 26, 2023, and DepEd RO1 RM No. 1233 s2023 entitled Application of DepEd Field Offices for PNPKI Digital Certificates.

SDO Dagupan City continues to comply with government policies on the adoption of electronic commerce. Hence, in partnership with the Department of Information and Communications Technology Regional Office I, the issuance of the Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for all DepEd priority employee are enjoined.

For ease of access and faster processing, a *link* will be forwarded to the School ICT Coordinators that contains the template form, google sheet per school and step by step instruction as indicated in the Memorandum. It is advised to log in your DepEd Email Account when accessing the said link for control and to comply with the Data Privacy Act.

Immediate and widest dissemination of the contents of this memorandum is desired


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

**OUA-OUT-
MEMORANDUM**

FOR : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

**Regional Directors and BARMM MBHTE Minister
Schools Division Superintendents
Region and Division Information Technology Officers
Public School Heads
All Others Concerned**

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : **APPLICATION OF DEPED FIELD OFFICES FOR PNPKI
DIGITAL CERTIFICATES**

DATE : 26 OCTOBER 2023

To comply with government policies regarding the adoption of electronic commerce in 2021, the Department of Education (DepEd) in partnership with the Department of Information and Communications Technology (DICT) applied for the issuance of the Philippine National Public Key Infrastructure (PNPKI) Digital Certificates for its employees.

The Philippine National Public Key Infrastructure (PNPKI) is a sophisticated digital security framework that ensures that online transactions are secure. It uses advanced encryption techniques to safeguard digital information, providing a reliable and trusted way to protect sensitive data and conduct secure online activities in the Philippines.

Under DepEd's MATATAG Agenda component two "Take steps to accelerate delivery of basic education facilities and services", the adoption of PNPKI in DepEd offices as part of digitizing our essential processes, may ripple impact on:

1. Fostering trust within the DepEd Offices by ensuring secure and reliable online transactions.
 2. Integration of the use of digital signature in the process flow and vastly increase the integrity of acceptance on the official documents within and outside the department.
 3. Increased trust in online relationships due to ensured security of digital data and transactions that is authentic, confidential, with integrity and is non-repudiation.
-

Since PNPKI digital certificates are only valid for two (2) years upon activation, the Information and Communications Technology Service (ICTS) will lead the facilitation of the PNPKI application activities again.

For related issues on the subject at hand, refer to the following attachments:

Annex A	Additional information on PNPKI application and related matters
Annex B	Responsibilities of PNPKI Regional Project Management Teams (RPMT)
Annex C	List of Regional PNPKI Submission Channels
Annex D	Things to consider when filling-out the PNPKI Application Form
Annex E	Sample Filled-out PNPKI Application Forms by Governance Level
DepEd Field Units	
Annex E-1	DepEd Regional Office Personnel <i>(complete sample set)</i>
Annex E-2	DepEd Schools Division Offices (SDOs) Personnel
Annex E-3	DepEd Public Elementary and Secondary Schools Personnel
BARMM-MBHTE Field Units	
Annex E-4	BARMM-MBHTE Office Personnel <i>(complete sample set)</i>
Annex E-5	BARMM-MBHTE Division Office Personnel
Annex E-6	BARMM-MBHTE Public Elementary and Secondary Schools Personnel

To enlighten DepEd employees on PNPKI concerns, ICTS-User Support Division will facilitate a **virtual orientation** on the subject matter on **07 November 2023 at 9:00 am to 12:00 noon** via Microsoft Teams. A guest speaker from DICT will present and respond to queries/concerns that may be raised during the orientation.

The expected participants to the orientation will be DepEd personnel who will form part of the Regional and Division PNPKI Teams. Each region is instructed to have a maximum of ten (10) personnel *(i.e., 5 from the Regional Office and 5 from various SDOs)* to join the said orientation.

Prior to registering for the activity, the Regional ITOs (RITOs) must prepare a file containing the list of participants that will also attend the orientation and attach it in the online registration form thru this link: **<https://bit.ly/PNPKI2023OrientationRegistration>** on or before 06 November 2023 at 2:00 PM. Meeting links and other details will be sent directly to the identified participants.

Finally, all previous issuances pertaining to the subject matter are hereby rescinded. This decision is effective immediately and supersedes any prior communication on this topic. Please disregard any previous instructions or guidelines that may be in conflict with this announcement.

For more information, questions, and concerns on this subject, kindly send an email to **support.pnpki@deped.gov.ph**.

For immediate action and compliance.

ADDITIONAL INFORMATION ON PNPKI APPLICATION AND RELATED MATTERS

1. Application requirements

- DepEd personnel **shall only submit** the softcopies of the following:
 - a. Completely accomplished **PNPKI Application Forms (version 4, August 2022)**.
 - b. **Certified PNPKI (P12) Bulk Application Data Form** by their respective Personnel Officer then endorsed to the PNPKI Regional Office that has jurisdiction over their area.
- PNPKI materials (*i.e., forms, samples, video tutorials, etc.*) are available at the following link: <https://bit.ly/DepEd-PNPKI2023>. Access to the said link will only be possible when an official DepEd email account (*@deped.gov.ph) is used.
- DICT will **not accept nor entertain printed and manually (written) accomplished forms**.

2. Processing (Enrolling and Claiming)

- Upon submission of PNPKI requirements to the regional DICT-PNPKI Submission Channels (*Annex C*), DICT will evaluate the endorsed application forms that could take a few days to a few weeks since DepEd is not the only government organization to apply for digital certificates.
- Once cleared, the DICT-PNPKI team will send individual email notifications to applicants through their provided email accounts in the application form informing them that they passed the initial phase. Also, included in the email are instructions on how to **Enroll** for their digital certificates through a system that should only be accessed by the applicant. This will be the **first (1st) of two (2) email notifications** that he/she will receive from DICT.
- After successful enrollment, the **second (2nd) email notification** will be sent after a few days containing the subscriber's credentials as well as the instructions on how to **Claim** his/her digital certificate.

3. Utilization (Downloading and Installation)

- Following the process of claiming the digital certificate, it needs to be downloaded and installed onto the computer of the subscriber for eventual utilization. Refer to the same email on how to download or access this link: <https://dict.gov.ph/pnpki-manuals/> for further guidance.

4. Validity of PNPKI digital certificates

- The PNPKI digital certificate is **valid for two (2) years** upon activation.
- When a DepEd employee is uncertain as to the status of his/her PNPKI digital certificate, the PNPKI Regional Focal Person (*i.e., Regional ITO*) can check with their respective DICT-PNPKI counterparts.
- Since the PNPKI digital certificate subscription is **not renewable**, DepEd employees must **re-apply** every two (2) years.
- When the PNPKI subscription is near its expiration, an email notification from DICT will be sent to the subscriber informing that his/her subscription will be **terminated in one (1) month**. At this time, the subscriber can now re-apply for a new subscription.

5. With existing PNPKI digital certificates

- For **new DepEd employees** that have an existing PNPKI digital certificate but were obtained outside DepEd, it is instructed that the said account be cancelled by undergoing a PNPKI revocation process before applying for a new account. Follow these steps:
 - a. The affected DepEd employee must secure a copy of the PNPKI Revocation Form from <https://bit.ly/DepEd-PNPKI2023>.
 - b. Fill out the form and submit it to the DepEd PNPKI Team for endorsement to the Regional DICT-PNPKI Support Team for appropriate action and wait for further instructions on the next steps to be taken.

NOTE:

Since DepEd's request for **Bulk Application for PNPKI Digital Certificates has been approved**, majority of the documentary requirements (*including the mandatory online video interview*) for identity verification of DepEd employees **has been waived**.

Annex B

RESPONSIBILITIES OF PNPKI REGIONAL PROJECT MANAGEMENT TEAMS (RPMT)

The composition of the Regional and Division PNPKI Teams and their responsibilities are as follows:

1. Regional Directors

- a. Officially designated as the Project Sponsor of the Regional Project Management Team
- b. Responsibilities:
 - Oversee the activities, submit the weekly status of submissions to the PNPKI National Project Management Team (NPMT), and other related activities.
 - Ensure the security of handling accomplished PNPKI forms by issuing a **Non-Disclosure Agreement (NDA)** developed by the RO to be signed by all the PNPKI Team members.
 - Provide the support needed by the PNPKI Regional Project Management Team (RPMT).
 - May opt to add member/s to the RPMT as needed.
 - May provide directions on the manner of validation and submission within the region.

2. Regional Information Technology Officers (RITOs)

- a. Officially designated as the PNPKI Regional Focal Person and Project Manager (Team Leader) of the RPMT effective immediately.
- b. Responsibilities
 - In-charge of ensuring that all identified entities in this memorandum will be oriented to apply for their PNPKI-certified digital certificate.
 - Execute the directives of the Regional Director as to the procedure in validating and submission methods.
 - Coordinate with the DICT-PNPKI Cluster Team Office assigned in their respective regions.
 - May recommend adding member/s to the RPMT as needed.
 - Report to the National PMT the status of the number of applications transmitted to DICT.
 - Assist in resolving issues and concerns in relation to the activity.

3. Regional Administrative Officer Personnel

- a. Officially designated as RPMT members (Project team member) effective immediately.
- b. Responsibilities
 - Support and assist the Regional Focal Person in the execution of responsibilities.
 - Support and assist the RPMT within the Regional Office in resolving issues and concerns in relation to the activity.
 - Issue certification that the list of names appearing in the PNPKI Bulk Application Data Form are legitimate DepEd employees/personnel of their respective Regional Office.

4. Schools Division Superintendent

- a. Officially designated as the Project Sponsor for the SDOs Project Management Team.
- b. Responsibilities:
 - Carry out the instructions of the RPMT on the procedures of validation and submission of requirements.
 - Oversee the activities, submit the weekly status of submissions to the RPMT and other related activities.
 - Provide the support needed by the PNPKI Division Project Management Team (DPMT).
 - May opt to add member/s to the DPMT as needed.

5. Division Information Technology Officers (DITOs)

- a. Officially designated as RPMT member, Division Focal Person, and Division Project Manager effective immediately.
- b. Responsibilities
 - Assist the RPMT in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity.
 - Perform directions of RPMT on the validation and submission of PNPKI requirements within the Division.
 - May opt to add member/s to the DPMT as needed.
 - Coordinate and assist the applicants on how to fill out the application form and other requirements.
 - Assist in resolving issues and concerns in relation to the activity.

6. Division Administrative Officer Personnel

- a. Officially designated as DPMT member effective immediately.
- b. Responsibilities:
 - Support and assist the DPMT Lead in the execution of responsibilities.
 - Issue certification that the list of names appearing in the PNPKI Bulk Application Data Form are legitimate DepEd employees/personnel of their respective SDOs or Public Elementary & Secondary Schools.
 - Assist in resolving issues and concerns in relation to the activity.

7. School Head

- a. Designated as Project Sponsor for the School's Project Management Team (SPMT) for PNPKI affairs.
- b. Responsibilities:
 - Oversee the activities, submit the weekly status of submissions to the DPMT.
 - May recommend members for the SPMT to the Division Project Manager then for approval of the Division Project Sponsor.
 - Provide the support needed by the designated SPMT in the school.
 - May opt to add member/s to the SPMT as needed.
 - Ensure the submission of PNPKI application forms of all School Personnel to the DPMT.

REGIONAL PNPKI SUBMISSION CHANNELS

Regions/Provinces Covered	Email Address
NCR	info.pnpki@dict.gov.ph
CAR	car.pnpki@dict.gov.ph
Region 1	r1.pnpki@dict.gov.ph
Region 2	r2.pnpki@dict.gov.ph
Region 3	r3.pnpki@dict.gov.ph
Region 4A	r4a.pnpki@dict.gov.ph
MIMAROPA	r4b.pnpki@dict.gov.ph
Region 5	r5.pnpki@dict.gov.ph
Region 6	r6.pnpki@dict.gov.ph
Region 7	r7.pnpki@dict.gov.ph
Region 8	r8.pnpki@dict.gov.ph
Region 9	r9.pnpki@dict.gov.ph
Region 10	r10.pnpki@dict.gov.ph
Region 11	r11.pnpki@dict.gov.ph
Region 12	r12.pnpki@dict.gov.ph
Region 13	r13.pnpki@dict.gov.ph
NOTE: For BARMM MBHTE applicants, refer to the details below on where to submit PNPKI Application Forms as well as the certified PNPKI (P12) Bulk Application Data Forms based on the location of the employee's workstation.	
BASULTA (Basilan, Sulu and Taw-Tawi)	basulta.pnpki@dict.gov.ph
Maguindanao and Lanao Del Sur	r12.pnpki@dict.gov.ph

THINGS TO CONSIDER WHEN FILLING-OUT THE PNPKI APPLICATION FORM

Due to the need for consistency in the responses in the PNPKI Application Form, below are some instructions on what to do and/or specify in the said form.

1. The PNPKI Application Form is “fillable”

- a. **Download and install the PDF file reader application software** on the computer to open the PNPKI Application Form (Ex. Adobe Reader, etc.).
- b. Upon opening the file, click on the **text fields** (blue colored boxes) to start typing in the information requested. Said fields automatically adjust for lengthier details.
- c. Put a check mark on the following check boxes by clicking on it.

2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION	
2A	<input checked="" type="checkbox"/> Signing	3A	<input checked="" type="checkbox"/> Online Download
2B	<input checked="" type="checkbox"/> Authentication		

2. Required fields.

- a. Text fields that require important information are marked with **asterisks** partnered with **text boxes with red borders**.
- b. Fill out the **Date** and **Place** fields on pages 2 & 4 of the application form.

3. Not Applicable Items

- a. For items that are **not applicable** to the applicant, **leave the text field blank**.
- b. Do not put N/A, NA or a dash (-) symbol if the item is not applicable.

4. Profile Photo

- a. Attach the image file (softcopy) of the photo.
- b. The image should be clear and sharp.
- c. With light-colored and plain background
- d. Not cropped from other pictures with other visible objects
- e. Not "grainy", blurred and/or stretched.
- f. Taken within the last 6 months, and
- g. Able to occupy most of the space allocated in the application form.

5. Electronic Signature

- a. Attach an image file of the electronic signature which is clear & visible.
- b. Use JPEG or PDF format.
- c. Attach the same image file on page 4 of the PNPKI Application Form.

6. Organization and Organizational Unit/Department/Division (Items 40* & 4P*)

For these sections, please refer to the table below on what to indicate in the previously mentioned fields. Abbreviations will only be accepted when the space provided is not sufficient, but make sure that these are commonly used and easily understood acronyms by DepEd personnel from all governance levels.

Regional Representations to be indicated in Item 40* (Organization):

Regions	To be indicated in the PNPKI Application Form:
National Capital Region	NCR
Cordillera Administrative Region	CAR
Region 1	Region I
Region 2	Region II
Region 3	Region III
Region 4A	Region IV-A
MIMAROPA	MIMAROPA
Region 5	Region V
Region 6	Region VI
Region 7	Region VII
Region 8	Region VIII
Region 9	Region IX
Region 10	Region X
Region 11	Region XI
Region 12	Region XII
Region 13 (CARAGA)	CARAGA
Bangsamoro Autonomous Region of Muslim Mindanao Ministry of Basic, Higher and Technical Education	BARMM MBHTE

DepEd Field Units**1. For Regional Office Personnel**

- For 4O (Organization) – DEPARTMENT OF EDUCATION – (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) –
(COMPLETE ASSIGNED WORKSTATION)

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION-NCR	
4P* Organizational Unit / Department / Division	OFFICE OF THE REGIONAL DIRECTOR-ICT UNIT	

2. For Schools Division Office (SDO) Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) –

(SDO Represented) - (Complete Assigned Workstation)

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION-NCR	
4P* Organizational Unit / Department / Division	SDO QUEZON CITY - OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	

3. For Public Elementary and Secondary Schools Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – (**REGION REPRESENTED**)
- For 4P (Organizational Unit/Department/Division) –

(SDO Represented) - (Currently Assigned School [School ID])

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION-NCR	
4P* Organizational Unit / Department / Division	SDO QUEZON CITY - NORTH FAIRVIEW ES (123456)	

NOTE:

For SDOs and Public Elementary and Secondary Schools, please ensure that you have indicated if the SDO is a province or a city to avoid confusion.

Example: SDO Cebu Province
 SDO Cebu City

Annex E-1 (FOR DEPED REGIONAL OFFICE PERSONNEL)



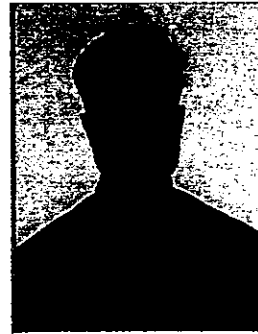
PHILIPPINE NATIONAL PKI

APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

Instructions:

1. Please fill the form in **BLOCK LETTERS ONLY**.
2. Required fields are marked **WITH AN ASTERISK (*)**.
3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation.
4. Any information that is not verified shall not be included in certificates.
5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection.
6. Put a **CHECK ON THE BOX** that corresponds to your answer.
7. Do **NOT INPUT ABBREVIATED** information or **ACRONYMS**.



1. CERTIFICATE CLASS		2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION	
1A Individual		2A <input checked="" type="checkbox"/> Signing	2B <input checked="" type="checkbox"/> Authentication		3A <input checked="" type="checkbox"/> Online Download
4. APPLICANT'S DETAILS					
4A* Last Name		4B* First Name		4C* Middle Name	4D* Name Extension (JR/SR/III)
DELA CRUZ		JUAN		PABLO	
4E* Gender	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	4F* Nationality	FILIPINO	4G* Date of Birth (DD/MM/YYYY)	23/01/2000
4H* TIN	123-456-789	4I SSS No.			
4J GSIS No.		4K Philhealth		4L Pag-ibig No.	
4M CRN No.		4N Other IDs presented during face to face verification			
4O* Organization / Agency / Company		DEPARTMENT OF EDUCATION-NCR			
4P* Organizational Unit / Department / Division		OFFICE OF THE REGIONAL DIRECTOR-ICT UNIT			
4Q Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>				
4R Employment Status	Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>				
	Last Name	First Name	Middle Name	Name Extension (JR/SR/III)	Birthdate (DD/MM/YYYY)
4S Spouse Name					Living / Deceased
4T Mother's Maiden Name					
4U Father's Name					
5. CONTACT DETAILS					
Residential Address					
5A* Unit/Room/House No.		1234		5B* Street	I LOVE YOU STREET
5C* Barangay		BARANGAY NORTH FAIRVIEW		5D* Municipality/City	QUEZON CITY
5E* Province		METRO MANILA		5F* Zip Code	1100
5G Landline No.				5H* Mobile No.	639999999999
5I* Official Work Email Address		juan.dela_cruz@deped.gov.ph		* PNPKI-related emails will be sent to this email address	
Office Address					
5K Unit/Room/Floor No.				5L Building	
5M Street				5N Barangay	
5O Municipality/City				5P Province	
5Q Zip Code				5R Landline No.	



6. DECLARATION

I hereby agree that I have read and understood the provisions of the Subscriber's Agreement; that all information provided and documents submitted in relation to this application is true and correct to the best of my knowledge; that I am duly authorized to make this application; that I consent to the subscriber agreement and will abide by the same; that I accept the publication of my certificate information.

I authorize and expressly give consent to the National PKI through its authorized representative(s) to verify my personal information from whatever source it deems appropriate.

Date: 11 SEPTEMBER 2023 Place: DEPED, PASIG CITY Name of Applicant: DELA CRUZ, JUAN

Signature: Juan Dela Cruz

7. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

Present the ff. original documents with photocopy to our Registration Authority for verification and attestation

Required Documents:

Philippine National ID (PhilID) only

In the absence of National ID (PhilID), provide any two (2) of the following Documents or ID's:

- Birth certificate OR valid Passport
- Unified Multi-Purpose Identification Card (UMID) Compliant Card
- Alien Certificate of Registration (ACR) card for foreigners

In the absence of UMID Compliant card, any two (2) of the following cards are allowed as valid ID's:

- LTO Driver's License
- Professional Regulation Commission (PRC) ID
- National Bureau of Investigation (NBI) Clearance
- Police Clearance Certificate
- Postal Identity Card
- COMELEC Voter's ID
- Government Service Insurance System (GSIS) e-Card
- Government Office and GOCC ID, e.g. Armed Forces of the Philippines (AFP ID), Home Development Mutual Fund (HDMF)
- Social Security System (SSS) Card
- Senior Citizen Card
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
- Overseas Workers Welfare Administration (OWWA) ID / Overseas Filipino Worker (OFW) ID
- Seaman's Book
- Alien Certification of Registration/Immigrant Certificate of Registration
- Integrated Bar Of The Philippines ID
- Department of Social Welfare and Development (DSWD) Certification
- Company IDs Issued by Private Entities or Institutions Registered with or Supervised or Regulated either by the BSP, SEC, or IC

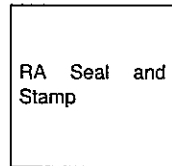
8. DISCLAIMER

The collected personal information is utilized solely for documentation and processing purposes within the DICT and is not shared with any outside parties, in accordance with the Data Privacy Act of 2012.

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Code: _____ Name: _____
Signature: _____
Date: 11 SEPTEMBER 2023 Place: DEPED, PASIG CITY



SUBSCRIBER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR YOUR ORGANIZATION. BY APPLYING FOR A DIGITAL CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU HAVE PROBLEMS UNDERSTANDING THIS AGREEMENT, E-MAIL US AT support.pnpki@dict.gov.ph.

1.0 Definitions

Applicant:The individual that applies for (or seeks renewal of) a Digital Certificate naming it as the " Subject".

Certification Practice Statement (CPS) - A statement of the practices that a certification authority employs in issuing, managing, revoking, and renewing or re-keying certificates.

Certificate Policy (CP) - A named set of rules that indicate s the applicability of a certificate to a particular community and/or class of application with common security requirements. For example, a particular CP might indicate applicability of a type of certificate to the authentication of parties engaging in business-to-business transactions for the trading of goods or services within a given price range.

Certificate Revocation List ("CRL") - A collection of electronic data containing the list of serial numbers revoked or suspended by the Certificate Authority

Online Certificate Status Protocol ("OCSP") - An Internet Protocol (IP) used to obtain the real time revocation status of a digital certificate. It is used as an online faster alternative to CRL list.

Public Key - A mathematical key which is available publicly and which is used to verify Digital Signatures created with the matched Private Key and to encrypt electronic data which can only be decrypted using the matched Private Key

Private Key - A mathematical key which is kept private to the owner and which is used to create Digital Signatures or to decrypt electronic data.

Registration Authority (RA) - An entity that is responsible for one or more of the following functions: the identification and authentication of certificate applicants, the approval or rejection of certificate applications, initiating certificate revocations or suspensions under certain circumstances, processing subscriber requests to revoke or suspend their certificates, and approving or rejecting requests by subscribers to renew or re-key their certificates. RAs, however, do not sign or issue certificates (i.e., an RA is delegated certain tasks on behalf of a CA).

Subscriber - A subject of a certificate who is issued a certificate.

2.0 Authority to Use Digital Certificates

2.1 Grant of Authority As from the Effective Date up to the validity period of any issued Digital Certificate ("Valid from" date to "Valid to" date), PNPKI grants to the Subscriber the authority to use the requested Digital Certificate in conjunction with Private Key and/or Public Key operations. The obligations of the subscriber (see section 4.0) with respect to Private Key protection are applicable from the effective date.

2.2 Limitations on Authority The digital certificate cannot be used for purposes other than what is allowed in this Subscriber Agreement and the CPS.

3.0 Use of PNPKI Digital Certificate

The subscriber shall use the certificate for its lawful and intended use only. The certificate shall be used in accordance with its Key-Usage field extensions. All issued certificate by PNPKI cannot be used for purposes other than what is allowed in this subscriber agreement and by the CPS. PNPKI shall not be liable for any claim arising from prohibited use.

3.1 Acceptance of a Digital Certificate

The following conduct constitutes certificate acceptance:

- a) A certificate shall be deemed accepted when it is in the subscriber or representative control;
- b) Failure of the subscriber to object to the certificate or its content within five (5) calendar days; or
- c) The subscriber uses the certificate.

3.2 Revocation of Digital Certificates

A certificate shall be revoked when the bind between the subject and the subject's public key is no longer valid. An end-user subscriber certificate can be requested for revocation under any of the following conditions:

- a) When a verified request for revocation is received by PNPKI CA or RA;
- b) When any of the information found in the certificate is changed or no longer applicable;
- c) When the Private Key, or the media holding the Private Key, associated with the certificate is compromised;
- d) When the PNPKI CA determines that the end-user entity is no longer complying with the requirements of by the CPS and this subscriber agreement ; or
- e) When the PNPKI CA has the reason to believe that the certificate was issued in a manner that is not in accordance with the procedures required by the CPS and this subscriber agreement.
- f) When subscriber requested revocation of the Certificate;



4.0 Subscriber Obligations

This Agreement governs the subscriber's application for, acceptance, and use of, a digital certificate issued by the RA.

- a) The provisions of the Root CA CP/CPS, GovCA CP/CPS, and other pertinent documents are binding upon the subscriber.
- b) All the information provided in the digital certificate application form is true and correct.
- c) The use of the digital certificate shall be for the sole use of the subscriber.
- d) The subscriber will not, under any circumstances, allow any other person to use the digital certificate. Any such use by another person constitutes a compromise of the associated private key, requiring the revocation of the digital certificate.
- e) The subscriber shall protect the confidentiality of the private key associated with his or her digital certificate as well as any PIN number or other means used to activate the private key.
- f) The subscriber shall remain solely responsible for the maintenance of the confidentiality of the certificate.
- g) The subscriber shall not use the digital certificate for any unlawful purpose, or for any purpose that does not have anything to do with accessing the PKI information systems or transactions using the digital certificates.
- h) The subscriber shall promptly request the RA to revoke the digital certificate upon knowing or suspecting inaccurate information, loss, exposure or compromise of the associated private key.
- i) The subscriber shall not tamper, interfere with, or reverse-engineer any technical implementation of the digital certificate or its use, or in any manner seek to compromise the security provided by the RA and the National PKI system.
- j) The subscriber accepts the risk of an undetected compromised digital certificate or associated private key, which may be used to operate the said subscriber.

5.0 Permission to Publish Information

The Subscriber agrees that PNPKI may publish the serial number of the Subscriber's Digital Certificate in connection with PNPKI's dissemination of CRL's and CPS.

6.0 Disclaimer

PNPKI shall not be liable for any claims arising from prohibited use of Digital Certificates issued by GovCA. PNPKI will not be liable if the user has not respected his obligations mentioned in the CPS and in this agreement.

7.0 Term and Termination

This agreement shall terminate upon

- a) The expiry date of any Digital Certificate issued to the Subscriber
- b) Any failure to comply with any of the subscriber obligations mentioned in this Subscriber Agreement

8.0 Effect of termination

Upon termination of this Subscriber Agreement for any reason, PNPKI may revoke the Subscriber's Digital Certificate in accordance with PNPKI revocation procedures.

9.0 CP and CPS Information

The digital certificate contains information provided by the subscriber, which is authenticated by the RA in accordance with the requirements set out in the CA CP and CPS, available for viewing and downloading at dig.gov.ph/pnпки/.

Date: 11 SEPTEMBER 2023

Place: DEPED, PASIG CITY

Name of Applicant: DELA CRUZ, JUAN

Signature:

Juan Dela Cruz

(Please sign in the presence of an administering officer)



Annex E-3 (FOR DEPED PUBLIC ELEMENTARY & SECONDARY SCHOOL PERSONNEL)



PHILIPPINE NATIONAL PKI

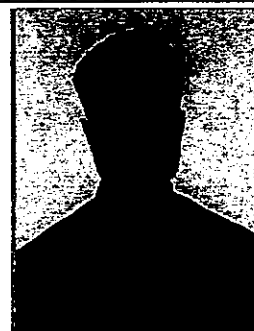
APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

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Instructions:

1. Please fill the form in BLOCK LETTERS ONLY.
2. Required fields are marked WITH AN ASTERISK (*).
3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation.
4. Any information that is not verified shall not be included in certificates.
5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection.
6. Put a CHECK ON THE BOX that corresponds to your answer.
7. Do NOT INPUT ABBREVIATED information or ACRONYMS.



1. CERTIFICATE CLASS			2. CERTIFICATE TYPE			3. METHOD OF ACTIVATION			
1A Individual			2A <input checked="" type="checkbox"/> Signing 2B <input checked="" type="checkbox"/> Authentication			3A <input checked="" type="checkbox"/> Online Download			
4. APPLICANT'S DETAILS									
4A* Last Name			4B* First Name			4C* Middle Name		4D* Name Extension (JR/SR/III)	
DELA CRUZ			JUAN			PABLO			
4E* Gender		Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		4F* Nationality		FILIPINO		4G* Date of Birth (DD/MM/YYYY)	
								23/01/2000	
4H* TIN		123-456-789			4I SSS No.				
4J GSIS No.				4K Philhealth				4L Pag-ibig No.	
4M CRN No.				4N Other IDs presented during face to face verification					
4O* Organization / Agency / Company			DEPARTMENT OF EDUCATION-NCR						
4P* Organizational Unit / Department / Division			SCHOOL DIVISION OFFICE - NORTH FAIRVIEW ES (123456)						
4Q Marital Status		Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/>							
4R Employment Status		Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>							
4S Spouse Name									
4T Mother's Maiden Name									
4U Father's Name									
5. CONTACT DETAILS									
Residential Address									
5A* Unit/Room/House No.			1234			5B* Street		I LOVE YOU STREET	
5C* Barangay			BARANGAY NORTH FAIRVIEW			5D* Municipality/City		QUEZON CITY	
5E* Province			METRO MANILA			5F* Zip Code		1100	
5G Landline No.						5H* Mobile No.		639999999999	
5I* Official Work Email Address			juan.dela_cruz@deped.gov.ph			* PNPKI-related emails will be sent to this email address			
Office Address									
5K Unit/Room/Floor No.						5L Building			
5M Street						5N Barangay			
5O Municipality/City						5P Province			
5Q Zip Code						5R Landline No.			

SAMPLE ONLY



FOR BARMM MBHTE UNITS:

1. For BARMM MBHTE Regional Office Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – BARMM MBHTE
- For 4P (Organizational Unit/Department/Division) –
(COMPLETE ASSIGNED WORKSTATION)

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION-BARMM MBHTE
4P* Organizational Unit / Department / Division	OFFICE OF THE MINISTER FOR BASIC, FISHERY AND TECHNICAL EDUCATION

2. For Schools Division Office (SDO) Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – BARMM MBHTE
- For 4P (Organizational Unit/Department/Division) –

(SDO Represented) - (Complete Assigned Workstation)

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION-BARMM MBHTE
4P* Organizational Unit / Department / Division	DIVISION OF SULO, OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

3. For Public Elementary and Secondary Schools Personnel

- For 4O (Organization) – DEPARTMENT OF EDUCATION – BARMM MBHTE
- For 4P (Organizational Unit/Department/Division) –

(SDO Represented) - (Currently Assigned School [School ID])

Example:

4O* Organization / Agency / Company	DEPARTMENT OF EDUCATION-BARMM MBHTE
4P* Organizational Unit / Department / Division	SDO-SULU - SIAS EAST ES (12450)

Annex E-4 (FOR BARM-MBHTE OFFICE PERSONNEL)



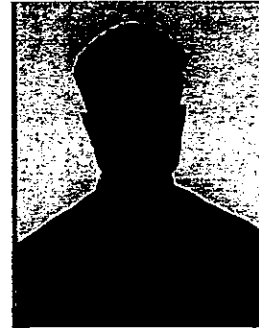
PHILIPPINE NATIONAL PKI

APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

Instructions:

1. Please fill the form in BLOCK LETTERS ONLY.
2. Required fields are marked WITH AN ASTERISK (*).
3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation.
4. Any information that is not verified shall not be included in certificates.
5. Any discrepancy or inconsistency in the form will lead to delay and/or rejection.
6. Put a CHECK ON THE BOX that corresponds to your answer.
7. Do NOT INPUT ABBREVIATED information or ACRONYMS.



1. CERTIFICATE CLASS		2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION	
1A Individual		2A <input checked="" type="checkbox"/> Signing	2B <input checked="" type="checkbox"/> Authentication		3A <input checked="" type="checkbox"/> Online Download
4. APPLICANT'S DETAILS					
4A* Last Name		4B* First Name		4C* Middle Name	
DELA CRUZ		JUAN		PABLO	
4E* Gender		4F* Nationality		4G* Date of Birth	
Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		FILIPINO		23/01/2000 (DD/MM/YYYY)	
4H* TIN		4I SSS No.			
123-456-789					
4J GSIS No.		4K Philhealth		4L Pag-ibig No.	
4M CRN No.		4N Other IDs presented during face to face verification			
4O* Organization / Agency / Company		DEPARTMENT OF EDUCATION-NCR			
4P* Organizational Unit / Department / Division		SCHOOL DIVISION OFFICE - NORTH FAIRVIEW ES (123456)			
4Q Marital Status		4R Employment Status			
Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>		Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>			
4S Spouse Name		4T Mother's Maiden Name		4U Father's Name	
5. CONTACT DETAILS					
Residential Address					
5A* Unit/Room/House No.		5B* Street			
1234		I LOVE YOU STREET			
5C* Barangay		5D* Municipality/City			
BARANGAY NORTH FAIRVIEW		QUEZON CITY			
5E* Province		5F* Zip Code			
METRO MANILA		1100			
5G Landline No.		5H* Mobile No.			
		639999999999			
5I* Official Work Email Address		* PNPKI-related emails will be sent to this email address			
juan.dela_cruz@deped.gov.ph					
Office Address					
5K Unit/Room/Floor No.		5L Building			
5M Street		5N Barangay			
5O Municipality/City		5P Province			
5Q Zip Code		5R Landline No.			

SAMPLE ONLY



6. DECLARATION

I hereby agree that I have read and understood the provisions of the Subscriber's Agreement; that all information provided and documents submitted in relation to this application is true and correct to the best of my knowledge; that I am duly authorized to make this application; that I consent to the subscriber agreement and will abide by the same; that I accept the publication of my certificate information.

I authorize and expressly give consent to the National PKI through its authorized representative(s) to verify my personal information from whatever source it deems appropriate.

Date: 11 SEPTEMBER 2023 Place: DEPED, PASIG CITY Name of Applicant: DELA CRUZ, JUAN

Signature: Juan Dela Cruz

7. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

Present the ff. original documents with photocopy to our Registration Authority for verification and attestation

Required Documents:

Philippine National ID (PhilID) only

In the absence of National ID (PhilID), provide any two (2) of the following Documents or ID's:

- Birth certificate OR valid Passport
- Unified Multi-Purpose Identification Card (UMID) Compliant Card
- Alien Certificate of Registration (ACR) card for foreigners

In the absence of UMID Compliant card, any two (2) of the following cards are allowed as valid ID's:

- LTO Drivers License
- Professional Regulation Commission (PRC) ID
- National Bureau of Investigation (NBI) Clearance
- Police Clearance Certificate
- Postal Identity Card
- COMELEC Voter's ID
- Government Service Insurance System (GSIS) e-Card
- Government Office and GOCC ID, e.g. Armed Forces of the Philippines (AFP ID), Home Development Mutual Fund (HDMF)
- Social Security System (SSS) Card
- Senior Citizen Card
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
- Overseas Workers Welfare Administration (OWWA) ID / Overseas Filipino Worker (OFW) ID
- Seaman's Book
- Alien Certification of Registration/Immigrant Certificate of Registration
- Integrated Bar Of The Philippines ID
- Department of Social Welfare and Development (DSWD) Certification
- Company IDs Issued by Private Entities or Institutions Registered with or Supervised or Regulated either by the BSP, SEC, or IC

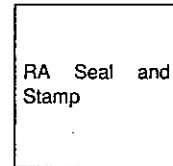
8. DISCLAIMER

The collected personal information is utilized solely for documentation and processing purposes within the DICT and is not shared with any outside parties, in accordance with the Data Privacy Act of 2012.

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Code: _____ Name: _____
Signature: _____
Date: 11 SEPTEMBER 2023 Place: DEPED, PASIG CITY



SUBSCRIBER AGREEMENT

PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE DIGITAL CERTIFICATE ISSUED TO YOU OR YOUR ORGANIZATION. BY APPLYING FOR A DIGITAL CERTIFICATE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU HAVE PROBLEMS UNDERSTANDING THIS AGREEMENT, E-MAIL US AT support.pnpki@dict.gov.ph.

1.0 Definitions

Applicant:The individual that applies for (or seeks renewal of) a Digital Certificate naming it as the " Subject".

Certification Practice Statement (CPS) - A statement of the practices that a certification authority employs in issuing, managing, revoking, and renewing or re-keying certificates.

Certificate Policy (CP) - A named set of rules that indicate s the applicability of a certificate to a particular community and/or class of application with common security requirements. For example, a particular CP might indicate applicability of a type of certificate to the authentication of parties engaging in business-to-business transactions for the trading of goods or services within a given price range.

Certificate Revocation List ("CRL") - A collection of electronic data containing the list of serial numbers revoked or suspended by the Certificate Authority

Online Certificate Status Protocol ("OCSP") - An Internet Protocol (IP) used to obtain the real time revocation status of a digital certificate. It is used as an online faster alternative to CRL list.

Public Key - A mathematical key which is available publicly and which is used to verify Digital Signatures created with the matched Private Key and to encrypt electronic data which can only be decrypted using the matched Private Key

Private Key - A mathematical key which is kept private to the owner and which is used to create Digital Signatures or to decrypt electronic data.

Registration Authority (RA) - An entity that is responsible for one or more of the following functions: the identification and authentication of certificate applicants, the approval or rejection of certificate applications, initiating certificate revocations or suspensions under certain circumstances, processing subscriber requests to revoke or suspend their certificates, and approving or rejecting requests by subscribers to renew or re-key their certificates. RAs, however, do not sign or issue certificates (i.e., an RA is delegated certain tasks on behalf of a CA).

Subscriber - A subject of a certificate who is issued a certificate.

2.0 Authority to Use Digital Certificates

2.1 Grant of Authority As from the Effective Date up to the validity period of any issued Digital Certificate ("Valid from" date to "Valid to" date) , PNPKI grants to the Subscriber the authority to use the requested Digital Certificate in conjunction with Private Key and/or Public Key operations. The obligations of the subscriber (see section 4.0) with respect to Private Key protection are applicable from the effective date.

2.2 Limitations on Authority The digital certificate cannot be used for purposes other than what is allowed in this Subscriber Agreement and the CPS.

3.0 Use of PNPKI Digital Certificate

The subscriber shall use the certificate for its lawful and intended use only. The certificate shall be used in accordance with its Key-Usage field extensions. All issued certificate by PNPKI cannot be used for purposes other than what is allowed in this subscriber agreement and by the CPS. PNPKI shall not be liable for any claims arising from prohibited use.

3.1 Acceptance of a Digital Certificate

The following conduct constitutes certificate acceptance:

- a) A certificate shall be deemed accepted when it is in the subscriber or representative control;
- b) Failure of the subscriber to object to the certificate or its content within five (5) calendar days; or
- c) The subscriber uses the certificate.

3.2 Revocation of Digital Certificates

A certificate shall be revoked when the bind between the subject and the subject's public key is no longer valid. An end-user subscriber certificate can be requested for revocation under any of the following conditions:

- a) When a verified request for revocation is received by PNPKI CA or RA;
- b) When any of the information found in the certificate is changed or no longer applicable;
- c) When the Private Key, or the media holding the Private Key, associated with the certificate is compromised;
- d) When the PNPKI CA determines that the end-user entity is no longer complying with the requirements of by the CPS and this subscriber agreement ; or
- e) When the PNPKI CA has the reason to believe that the certificate was issued in a manner that is not in accordance with the procedures required by the CPS and this subscriber agreement.
- f) When subscriber requested revocation of the Certificate;



4.0 Subscriber Obligations

This Agreement governs the subscriber's application for, acceptance, and use of, a digital certificate issued by the RA.

- a) The provisions of the Root CA CP/CPS, GovCA CP/CPS, and other pertinent documents are binding upon the subscriber.
- b) All the information provided in the digital certificate application form is true and correct.
- c) The use of the digital certificate shall be for the sole use of the subscriber.
- d) The subscriber will not, under any circumstances, allow any other person to use the digital certificate. Any such use by another person constitutes a compromise of the associated private key, requiring the revocation of the digital certificate.
- e) The subscriber shall protect the confidentiality of the private key associated with his or her digital certificate as well as any PIN number or other means used to activate the private key.
- f) The subscriber shall remain solely responsible for the maintenance of the confidentiality of the certificate.
- g) The subscriber shall not use the digital certificate for any unlawful purpose, or for any purpose that does not have anything to do with accessing the PKI information systems or transactions using the digital certificates.
- h) The subscriber shall promptly request the RA to revoke the digital certificate upon knowing or suspecting inaccurate information, loss, exposure or compromise of the associated private key.
- i) The subscriber shall not tamper, interfere with, or reverse-engineer any technical implementation of the digital certificate or its use, or in any manner seek to compromise the security provided by the RA and the National PKI system.
- j) The subscriber accepts the risk of an undetected compromised digital certificate or associated private key, which may be used to operate the said subscriber.

5.0 Permission to Publish Information

The Subscriber agrees that PNPKI may publish the serial number of the Subscriber's Digital Certificate in connection with PNPKI's dissemination of CRL's and CPS.

6.0 Disclaimer

PNPKI shall not be liable for any claims arising from prohibited use of Digital Certificates issued by GovCA. PNPKI will not be liable if the user has not respected his obligations mentioned in the CPS and in this agreement.

7.0 Term and Termination

This agreement shall terminate upon

- a) The expiry date of any Digital Certificate issued to the Subscriber
- b) Any failure to comply with any of the subscriber obligations mentioned in this Subscriber Agreement

8.0 Effect of termination

Upon termination of this Subscriber Agreement for any reason, PNPKI may revoke the Subscriber's Digital Certificate in accordance with PNPKI revocation procedures.

9.0 CP and CPS Information

The digital certificate contains information provided by the subscriber, which is authenticated by the RA in accordance with the requirements set out in the CA CP and CPS, available for viewing and downloading at dig.gov.ph/pnпки/.

Date: Place: Name of Applicant:

Signature:

Juan Dela Cruz

(Please sign in the presence of an administering officer)



Annex E-5 (FOR BARMM-MBHTe DIVISION OFFICE PERSONNEL)



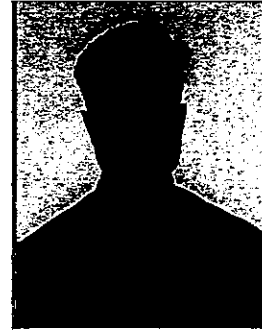
PHILIPPINE NATIONAL PKI

APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

Instructions:

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2. Required fields are marked WITH AN ASTERISK (*).
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6. Put a CHECK ON THE BOX that corresponds to your answer.
7. Do NOT INPUT ABBREVIATED information or ACRONYMS.



1. CERTIFICATE CLASS		2. CERTIFICATE TYPE		3. METHOD OF ACTIVATION	
1A Individual		2A <input checked="" type="checkbox"/> Signing	3A <input checked="" type="checkbox"/> Online Download		
		2B <input checked="" type="checkbox"/> Authentication			
4. APPLICANT'S DETAILS					
4A* Last Name		4B* First Name		4C* Middle Name	
DELA CRUZ		JUAN		PABLO	
4E* Gender		4F* Nationality		4G* Date of Birth	
Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		FILIPINO		23/01/2000	
4H* TIN		4I SSS No.			
123-456-789					
4J GSIS No.		4K Philhealth		4L Pag-ibig No.	
4M CRN No.		4N Other IDs presented during face to face verification			
4O* Organization / Agency / Company		DEPARTMENT OF EDUCATION-NCR			
4P* Organizational Unit / Department / Division		SCHOOL DIVISION OFFICE - NORTH FAIRVIEW ES (123456)			
4Q Marital Status		4R Employment Status			
Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>		Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>			
4S Spouse Name		4T Mother's Maiden Name		4U Father's Name	
5. CONTACT DETAILS					
Residential Address					
5A* Unit/Room/House No.		5B* Street			
1234		I LOVE YOU STREET			
5C* Barangay		5D* Municipality/City			
BARANGAY NORTH FAIRVIEW		QUEZON CITY			
5E* Province		5F* Zip Code			
METRO MANILA		1100			
5G Landline No.		5H* Mobile No.			
		639999999999			
5I* Official Work Email Address		* PNPKI-related emails will be sent to this email address			
juan.dela_cruz@deped.gov.ph					
Office Address					
5K Unit/Room/Floor No.		5L Building			
5M Street		5N Barangay			
5O Municipality/City		5P Province			
5Q Zip Code		5R Landline No.			

SAMPLE ONLY



Annex E-6 (FOR BARMM-MBHTE PUBLIC ELEMENTARY AND SECONDARY SCHOOLS PERSONNEL)



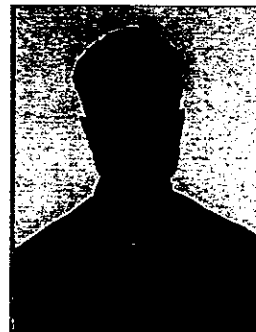
PHILIPPINE NATIONAL PKI

APPLICATION FOR DIGITAL CERTIFICATE

Application ID Number (For Official Use only)

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1. Please fill the form in BLOCK LETTERS ONLY.
2. Required fields are marked WITH AN ASTERISK (*).
3. Present one (1) copy and the original documents to our Registration Authority for verification and attestation.
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		2B <input checked="" type="checkbox"/> Authentication			
4. APPLICANT'S DETAILS					
4A* Last Name		4B* First Name		4C* Middle Name	
DELA CRUZ		JUAN		PABLO	
4E* Gender		4F* Nationality		4G* Date of Birth (DD/MM/YYYY)	
Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		FILIPINO		23/01/2000	
4H* TIN		4I SSS No.			
123-456-789					
4J GSIS No.		4K Philhealth No.		4L Pag-ibig No.	
4M CRN No.		4N Other IDs presented during face to face verification			
4O* Organization / Agency / Company		DEPARTMENT OF EDUCATION-NCR			
4P* Organizational Unit / Department / Division		SCHOOL DIVISION CITY - NORTH FAIRVIEW ES (123456)			
4Q Marital Status		4R Employment Status			
Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/>		Working <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Senior Citizen <input type="checkbox"/>			
4S Spouse Name		4T Mother's Maiden Name		4U Father's Name	
5. CONTACT DETAILS					
Residential Address					
5A* Unit/Room/House No.		5B* Street			
1234		I LOVE YOU STREET			
5C* Barangay		5D* Municipality/City			
BARANGAY NORTH FAIRVIEW		QUEZON CITY			
5E* Province		5F* Zip Code			
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juan.dela_cruz@deped.gov.ph					
Office Address					
5K Unit/Room/Floor No.		5L Building			
5M Street		5N Barangay			
5O Municipality/City		5P Province			
5Q Zip Code		5R Landline No.			

SAMPLE ONLY

