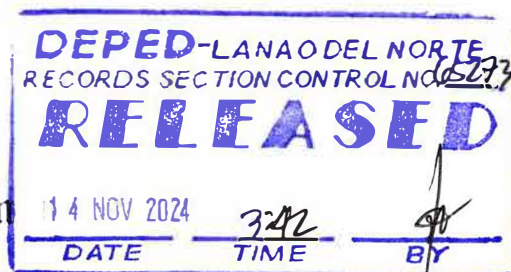




Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF LANA O DEL NORTE**



November 13, 2024

**DIVISION MEMORANDUM**

No. 562 s. 2024

**NEW PNPKI BULK APPLICATION**

To: Assistant Schools Division Superintendent  
Chief (CID and SGOD)  
SDO Personnel  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel

1. In relation to DepEd Memorandum "Application of DepEd Field Offices for PNPKI Digital Certificate" issued last October 26, 2023, and the revision of the requirements for bulk processing of application, all Administrative Officer II are hereby directed to collect data and encode in the Excel Encoding Form (<http://bit.ly/3YZFBji>) for bulk applicants all plantilla teaching and non-teaching personnel under their respective cluster and submit it to the Personnel Section in soft copy form for consolidation on or before November 18, 2024.

Purpose: to expedite the submission of New PNPKI Bulk Application to DICT.

Instruction: download the form as excel file, follow the format in the form, use Title Case (No abbreviations, acronyms or ALL CAPS) and ensure that all information entered is correct as this will be used in account registration

2. For any questions or clarifications, you may contact the HR Office.

3. For strict compliance.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: [063] 341-51-09  
Email Address: [Lanao.norte@depd.gov.ph](mailto:Lanao.norte@depd.gov.ph)  
Website: <https://depdldn.com>



WILSON MARC MABAO &lt;wilsonmarc.mabao@deped.gov.ph&gt;

**Fwd: [UPDATE] New PNPKI Bulk Application Process for DepEd Personnel**

1 message

Florderick Velarde &lt;florderick.velarde@deped.gov.ph&gt;

Wed, Nov 13, 2024 at 9:25 AM

To: WILSON MARC MABAO &lt;wilsonmarc.mabao@deped.gov.ph&gt;

PNPKI Updating

**Florderick S. Velarde**

Information Technology Officer I

Division of Lanao del Norte (Region X)

DepEd - Division Office

Tubod, Lanao del Norte

9209

Mobile No.: 09173128390

Web Portal: [depedldn.com](http://depedldn.com)

----- Forwarded message -----

From: **PNPKI Region 10** <[r10.pnpki@dict.gov.ph](mailto:r10.pnpki@dict.gov.ph)>

Date: Fri, Oct 25, 2024 at 8:59AM

Subject: [UPDATE] New PNPKI Bulk Application Process for DepEd Personnel

To: Renel Jay Quirit <[renel.quirit@deped.gov.ph](mailto:renel.quirit@deped.gov.ph)>Cc: <[daryl.macario@deped.gov.ph](mailto:daryl.macario@deped.gov.ph)>, James Sijo <[james.sijo@deped.gov.ph](mailto:james.sijo@deped.gov.ph)>, <[elson.jamero@deped.gov.ph](mailto:elson.jamero@deped.gov.ph)>, <[sherrie.dungog@deped.gov.ph](mailto:sherrie.dungog@deped.gov.ph)>, <[julius.baldelovar@deped.gov.ph](mailto:julius.baldelovar@deped.gov.ph)>, <[cesar.bastida@deped.gov.ph](mailto:cesar.bastida@deped.gov.ph)>, <[florderick.velarde@deped.gov.ph](mailto:florderick.velarde@deped.gov.ph)>, <[paul.arias@deped.gov.ph](mailto:paul.arias@deped.gov.ph)>, <[anne.intong@deped.gov.ph](mailto:anne.intong@deped.gov.ph)>, <[freddiejun.delig@deped.gov.ph](mailto:freddiejun.delig@deped.gov.ph)>, <[argie.lumasag@deped.gov.ph](mailto:argie.lumasag@deped.gov.ph)>, <[regie.catedral@deped.gov.ph](mailto:regie.catedral@deped.gov.ph)>, <[alden.antonio@deped.gov.ph](mailto:alden.antonio@deped.gov.ph)>, <[moises.bacasma@deped.gov.ph](mailto:moises.bacasma@deped.gov.ph)>, <[ralphsimon.mabulay@deped.gov.ph](mailto:ralphsimon.mabulay@deped.gov.ph)>, <[denniscarl.fuentes@deped.gov.ph](mailto:denniscarl.fuentes@deped.gov.ph)>

Dear Ma'am/Sir,

Good day!

In relation to the DepEd Memorandum "Application of DepEd Field Offices for PNPKI Digital Certificate" issued 26 October 2023, the DICT has revised the requirements for the bulk processing of applications by removing the need to submit consolidated, completed, and signed application forms, provided that the applicants are vetted and certified by the DepEd authorized Human Resource or Administrative Officer.

The focal person will only be required to submit the following documents to the respective PNPKI Team for immediate processing:

1. Excel Encoding Form for bulk applications; and
2. Vetting Certification, attesting that all applicants are bona fide DepEd personnel and that all information in the Excel Encoding Form is accurate and truthful.

Please be informed to update the following on the same folder you have given access by Mr. Bret John Morales. For more information and clarification please do not hesitate to contact us.

Thank you.

**PNPKI Region 10**

Department of Information and Communications Technology

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m: +639666532163

a: DICT Regional Office, NTP Building, Villarin Street, Carmen, Cagayan de Oro City

**PHILIPPINE NATIONAL PKI**