



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 592 , s. 2021

**WEBINAR ON HOW TO ACCOMPLISH THE PHILIPPINE NATIONAL
PUBLIC KEY INFRASTRUCTURE (PNPKI) COURSE
THROUGH THE LEARNING MANAGEMENT SYSTEM (LMS)**

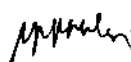
To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ DICs
Elementary and Secondary School Heads
Elementary and Secondary District/School ICT Coordinators
Division IT Officer
Division Personnel Officer
Section Heads
All Others Concerned

1. Pursuant to OUA MEMO 00-0721-0129 re: **Application of Field Offices and School Personnel for PNPKI Digital Signature**, the Schools Division of Negros Oriental in coordination with the Division PNPKI Team, will conduct a **Webinar on How to Accomplish the Philippine National Public Key Infrastructure (PNPKI) Course Through the Learning Management** on August 13, 2021, at 9:00 AM via MS Teams.
2. Participants to this webinar are as follows:
 - a. **School ICT Coordinators**
 - b. **District ICT Coordinators**
 - c. **Public Schools District Supervisors**
 - d. **SDO Personnel** (DEPS, SEPS, EPS, PDO, Section Heads, Head of the Procuring Entity, Bids and Awards Committee Member, Technical Working Groups, BAC Secretariat)
 - e. **Members of the Division PNPKI Team** (Division ITO, Division HR Officer, 4 Selected District ITOs)



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

3. The aforementioned participants are advised to secure the following prior to the scheduled webinar:
 - a. **Strong internet connection**
 - b. **Laptop for the hands-on activities**
 - c. **Mobile phone/ tablet as primary monitor**
 - d. **Earphones/ headsets**
 - e. **Soft copy of the latest passport size ID**
 - f. **Electronic copy of individual signature**
 - g. **Active GSuite or O365 account**
 - h. **Credentials of the GSuite School Account (to be used in accessing MS Teams by the field personnel)**
4. Join MS Teams ten (10) minutes before the scheduled date and time. Coordinate with your District ITOs for the link.
5. A one-day Service Credit shall be granted to all teaching personnel who will attend the webinar and complete the PNPKI Course thru LMS.
6. Immediate dissemination and compliance with this Division Memorandum is enjoined.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
8/12/2021

Program Flow

- I. Pambansang Awit
- II. Prayer
- III. House Rules
- IV. Rationale/ Objectives
- V. Presentation of Participants
- VI. SDS Message
- VII. Session 1 -The Learning Management System
- VIII. Session 2.1 -The Philippine National Public Key Infrastructure
- IX. Session 2.2 -Steps in filling out the PNPKI Application Form
- X. Session 3 -Demonstration on:
 - a. *Scanning signature using Clear Scanner App*
 - b. *Changing Image Resolution of the required dpi using Photoshop Application (ID and eSignature)*
 - c. *Filling-out the PNPKI Form*

Consultants:

1. SDS Senen Priscillo P. Paulin
2. ASDS Joelyza M. Arcilla
3. ASDS Marcelo K. Palispis
4. CID Chief Nilita L. Ragay
5. SGOD Chief Rachel B. Picardal

Division PNPKI Core Team:

1. Remylin V. Gao-gao - ITO I
2. Jian A. Diaz - HRMO
3. Mary Jane A. Samsaon - DITO, Negros Oriental HS
4. Ma. Louanie I. Sastre - DITO, Bacong CES
5. Jason A. Bohol - DITO, Lumbangan CES
6. Arnold B. Medez - DITO, Manjuyod Science HS

SDO Negros Oriental Personnel:

1. All CID DEPS, EPS, PDO, Librarian - 17
2. All SGOD SEPS, EPS, PDO, Planning Officer - 12
3. All Section Heads - 11
4. Head of the Procuring Entity, Bids and Awards Committee Member, Technical Working Groups, BAC Secretariat - 40
5. All Public Schools District Supervisors/DICs - 35

ICT Coordinators:

1. All District ICT Coordinators - 544
2. All School ICT Coordinators - 69