



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

May 18, 2021

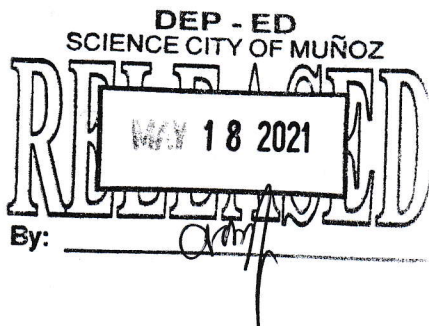
### DIVISION MEMORANDUM

No. 171, s. 2021

To: Public Elementary and Secondary School Heads  
Electoral Board (EB) Member applicants  
All Others Concerned

#### **EARLY PREPARATION AND SUBMISSION OF THE REQUIREMENTS FOR THE ISSUANCE OF DIGITAL SIGNATURES TO ELECTORAL BOARD (EB) MEMBER APPLICANTS IN THE 2022 NATIONAL AND LOCAL ELECTIONS (NLE)**

1. The Schools Division Office issued Division Memorandum No. 155, s. 2021 “Issuance of Digital Signatures to Electoral Board (EB) Members in the 2022 National and Local Elections (NLE)” in connection with the early preparation and compliance with the requirements in the issuance of digital signatures to EB member applicants from the Department of Education.
2. In line with this, DepEd personnel who are interested to serve in the forthcoming National and Local Elections (NLE) are enjoined to accomplish and prepare the necessary forms and requirements as early as possible.
3. The documents shall be submitted to the School Head of the EB member applicant. The same must be readily available when the City Election Officer announced the date of the submission and the processing of the document.
4. The requirements and step by step procedures in applying for digital certificate are hereto attached and labelled as Enclosures No. 1 and No. 2 respectively as reference.
5. For information and compliance.



**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent



*Loyal, Excellent, Accountable and Dedicated to Service*

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DSCM-QMS-QMR-QSF-008Rev.03(01.31.20)



Certificate No. 50500731 QM15

## Enclosure No. 1

### REQUIREMENTS IN APPLYING PNPKI DIGITAL CERTIFICATE:

- Duly Accomplished PNPKI Form
- Unified Multi Identification card (UMID) OR 2 valid ID's based on BSP Circular 608 series of 2008
- PSA/NSO Birth Certificate OR valid Philippine passport
- 1 passport size ID picture (taken within the last 6 months)

\*For a married female with no valid IDs bearing her husband's last name and intends to use husband's last name, a Marriage Certificate is needed as an additional requirement.

\*For an individual with errors in his/her NSO/PSA certified Birth Certificate or one pending correction, an Affidavit of One and the Same Person with undertaking to apply for correction/ statement the same is pending correction is required.

### INSTRUCTIONS FOR PRINCIPAL'S STAFF:

1. EB-applicant must submit the scanned duly accomplished form and documents to the principal's office/staff by following the prescribed format below:
  - <LastName FirstName\_Document Type> ex. De Mesa Michael\_ApplicationForm.pdf; De Mesa Michael\_Birth Certificate.pdf; De Mesa Michael\_UMID.pdf
  - Acceptable file format is .JPG, .PDF, .DOC, .DOCX
  - File size must be less than 5MB
2. School principal's staff shall collate the scanned application forms and documents, then encodes the EB-applicants' details in an excel file (provided by COMELEC), then store the scanned documents and excel file in USB Flash Drive (or other storage device) to be submitted to the Office of the Election Officer.
3. The Registration Authority (RA) Officer1 shall check the completeness and clearness of the scanned application form and documents. If complete, the RA Officer1 shall book an appointment with the EB-applicant for a video call verification. Otherwise, the RA Officer1 will contact the EB-applicant of the incomplete or missing requirement.
4. The EB-applicant shall undertake Video call Verification upon scheduling by the RA Officer1. He/she will receive the schedule through email/sms or both.
5. EB-applicant must prepare the original IDs and birth certificate or passport for validation during the Video call verification.
6. EB-applicant shall wait for an email containing the usernames and passwords for him/her to login to the DICT Self Service Portal to request and download the Digital Certificates.

- <LastName FirstName\_Document Type> ex. De Mesa Michael\_Birth Certificate.pdf
  - Acceptable file format is .JPG, .PDF, .DOC, .DOCX
  - File size must be less than 5MB
2. The EB-applicant shall undertake Video call Verification upon scheduling by the RA Officer1. He/she will receive the schedule through email/sms or both.
  3. EB-applicant must prepare the original IDs and birth certificate or passport for validation during the Video call verification.
  4. EB-applicant shall wait for an email containing the usernames and passwords for him/her to login to the DICT Self Service Portal to request and download the Digital Certificates.

**Important:** EB-applicant must use the e-mail address he/she puts in the PNPKI application form when sending an application thru email.

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 Sample Email:

Subject: PNPKI Application – De Mesa Michael

Hi,

I would like to apply for my PNPKI Digital Certificate. Please see attached application form and supporting documents.

Regards,

Michael De Mesa

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ONLINE REGISTRATION SYSTEM (ORS)

1. EB-applicant can apply through online by visiting the ORS website (link will be posted soon). He/she must completely fill all details in the website and upload the scanned requirements in the prescribed format:
  - <LastName FirstName\_Document Type> ex. De Mesa Michael\_Birth Certificate.pdf
  - Acceptable file format is .JPG, .PDF, .DOC, .DOCX
  - File size must be less than 5MB
2. After applying thru ORS, EB-applicant shall inform the Office of the Election Officer (OEO) where he/she wants to serve as EB thru email or FB Messenger by following the prescribed format:

<Insert OEO Email Address here>  
 <Insert OEO FB Page/Messenger here>

Subject: PNPKI Application thru ORS