



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

Office of the Schools Division Superintendent

17 APR 2024

DIVISION MEMORANDUM

No. 315, s. 2022

**ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES  
IN GOVERNMENT TRANSACTIONS WITH DEPED**

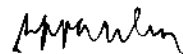
To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ DICs  
Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the issuance of the Department Order on the **Guidelines on the Adoption of Electronic Documents and Digital Signatures in Government Transaction in the Department of Education**, the Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) will facilitate your Public Key Infrastructure (PKI) application. This aims to facilitate the digital transformation of the Department of Education (DepEd) by instituting a mechanism that will allow acceptance of digital signature in all official documents for ease of archiving and collaboration between DepEd offices and other branches of government.
2. This Memorandum supports Republic Act No. 11032, otherwise known as the '*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*' Sec. 9(e) which requires electronic versions of documents. Thus, the electronic or digital signatures shall be implemented following Republic Act. No. 8792, also known as the '*Electronic Commerce Act of 2000*' and Circular No. 2021-006 of the Commission on Audit, which gives the guidance on the use of electronic signatures for accountability purposes to resolve doubts over the reliability of information to be used as audit evidence.



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 use of Philippine National Key Infrastructure (PNPKI) ensures confidentiality, authenticity, integrity and non-repudiation of electronic transactions and documents. It allows users of public networks to exchange important data in a secure manner.
4. In view of the above, this Memorandum shall apply to all DepEd governance levels including the Central Office, Regional Offices, Division Offices and Schools. All Original documents made and created using Information and Communications Technology (ICT) and PKI signed shall be the official and original documents. All officials and personnel must comply with the requirements set by the Department of Information and Communications Technology (DICT) as soon as possible.
5. The use of PKI will enable DepEd to move towards the so-called Digital Government that is efficient, effective and economical. Therefore, it will be the responsibility of offices requiring print and wet signatures to facilitate their internal requirements.
6. Immediate dissemination and compliance with this Memorandum is enjoined



**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

4/11/22



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

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Office of the Regional Director

REGIONAL MEMORANDUM  
No. \_\_\_\_\_, s. 2022

**ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN  
GOVERNMENT TRANSACTIONS WITH DEPED**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL CONCERNED

1. Enclosed is **OUA Memo 00-0322-0189** titled Adoption of Electronic Documents and Digital Signatures in Government Transactions with DepEd.
2. Immediate dissemination and compliance with this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0322-0189**

### **MEMORANDUM**

24 March 2022

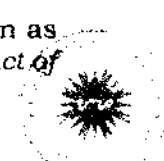
For: **Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Public School Heads  
Regional and Division Information Technology Officers  
All Others Concerned**

Subject: **ADOPTION OF ELECTRONIC DOCUMENTS AND DIGITAL SIGNATURES IN GOVERNMENT TRANSACTIONS WITH DEPED**

1. In preparation for the issuance of the Department Order on the '**Guidelines on the Adoption of Electronic Documents and Digital Signatures in Government Transactions in the Department of Education,**' the Office of the Undersecretary for Administration (OUA), through the Information and Communications Technology Service (ICTS), will facilitate your Public Key Infrastructure (PKI) application.

This aims to facilitate the digital transformation of the Department of Education (DepEd) by instituting a mechanism that will allow acceptance of digital signature in all official documents for ease of archiving and collaboration between DepEd offices and other branches of government.

2. This Memorandum supports Republic Act No. 11032, otherwise known as the '*Ease of Doing Business and Efficient Government Service Delivery Act of 2018,*' Sec. 9(e) which requires electronic versions of documents.



#### **Office of the Undersecretary for Administration (OUA)**

*Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

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Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207

Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

Thus, electronic or digital signatures shall be implemented following Republic Act No. 8792, also known as the '*Electronic Commerce Act of 2000*' and Circular No. 2021-006 of the Commission on Audit, which gives the guidance on the use of electronic signatures for accountability purposes to resolve doubts over the reliability of information to be used as audit evidence.

3. The use of the Philippine National Public Key Infrastructure (PNPKI) ensures confidentiality, authenticity, integrity and non-repudiation of electronic transactions and documents. It allows users of public networks to exchange important data in a secure manner.
4. In view of the above, this Memorandum shall apply to all DepEd governance levels including the Central Office, Regional Offices, Division Offices and Schools. All original documents made and created using Information and Communications Technology (ICT) and PKI signed shall be the official and original document.

All officials and personnel must comply with the requirements set by the Department of Information and Communications Technology (DICT) as soon as possible.

5. The use of PKI will enable DepEd to move towards the so-called Digital Government that is efficient, effective and economical. Therefore, it will be the responsibility of offices requiring print and wet signatures to facilitate their internal requirements.

For all future correspondences and queries on this subject, please contact Ms. Nina Rica Bernas, Administrative Assistant II, through 8633 7264 or email at [support.pnpki@deped.gov.ph](mailto:support.pnpki@deped.gov.ph).

For immediate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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