Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

DEPED DIPOLOG CITY DIVISION
RECORDS SECTION
RELEASED
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By: DOMINIC MAIKO S. DIAZ
ADMINISTRATIVE OFFICER IV

November 05, 2024

DIVISION MEMORANDUM
No. 519, s. 2024

PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPKI)
DIVISION PROJECT MANAGEMENT TEAM (DPMT)

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
DIVISION INFORMATION AND TECHNOLOGY OFFICER
DIVISION ADMINISTRATIVE OFFICER (ADMIN SERVICES)
PUBLIC SCHOOL DISTRICT SUPERIVORS
ALL SCHOOL HEADS
All Others Concerned
This Division

1. Relative to **OUA-OUT-Memorandum** with the subject **APPLICATION OF DEPED FIELD OFFICES FOR PNPKI DIGITAL CERTIFICATES**, the Department of Education (DepEd) in partnership with the Department of Information and Communication Technology (DICT) applied for the issuance of the PNPKI Digital Certificates for its employees.

2. In line with this, PNPKI Project Management Teams were organized for each governance level. For the Schools Division Office, the following are the composition of the PNPKI Division Project Management Team (DPMT):
   a. Schools Division Superintendent
   b. Division Information Technology Officer
   c. Division Administrative Officer Personnel

3. School Heads are also requested to organize their respective School Project Management Team (SPTM) and submit the same to the Division IT Officer not later than November 20, 2024.

4. Enclosed are the responsibilities of the PNPKI DPMT.

5. Immediate dissemination of this Memorandum is highly desired.

For:
MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

OSDS, Admin Services	PNPKI	PSCP
OSDS, ICT	DICT	Schools

ADC/20241105-DM-PNPKI-DPMT
November 05, 2024

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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.