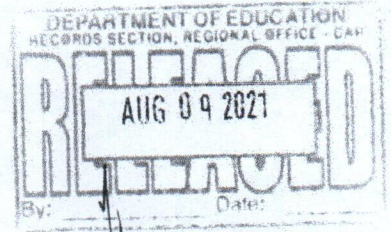


Republic of the Philippines

Department of Education

Cordillera Administrative Region



August 9, 2021

REGIONAL MEMORANDUM

No. 337.2021

APPLICATION OF DEPED CAR PERSONNEL FOR PNPKI DIGITAL CERTIFICATES

- TO: Schools Division Superintendents
Head, Regional Office ICT Unit
Head, Regional Office Personnel Section
Division IT Officers
Division HRM Officers
Heads of Public Elementary and Secondary Schools
All Others Concerned

- 1. In relation to the OUA Memo 00-0721-0169 titled Addendum to the Memorandum on the Application of Field Offices and School Personnel for PNPKI Digital Certificates, DepEd CAR personnel are enjoined to apply for digital certificates through the DepEd CAR LMS (https://car.lms.deped.gov.ph) before September 3, 2021.
2. DepEd personnel who will serve in the 2022 elections, signatories of procurement-related activities, members of PNPKI team in all governance levels, personnel required for immediate use of digital certificates, shall be prioritized.
3. For the smooth implementation of the applications, the following are designated as members of the Regional PNPKI Team, with their respective responsibilities:

Table with 2 columns: Name and Designation, Responsibilities. Row 1: PNPKI Regional Team Consultant: Estela L. Cariño EdD, CESO III, Florante E. Vergara. Row 2: PNPKI Regional Focal Person and Team Leader: Jumar B. Yago-an.



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15





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<b>Members:</b> Eleonora Albidas Vandolph Flora Glenn Papa Dumas Aban	<ul style="list-style-type: none"> <li>- support and assist the regional focal person in the execution of responsibilities</li> <li>- support and assist the regional PNPKI team in scheduling of the personnel within the Regional Office.</li> <li>- validate and prepare certificates of employment for RO personnel (HRMO)</li> <li>- assist in resolving issues and concerns</li> </ul>
<b>Members/Division PNPKI Team Leaders</b> Silver Ian Dimaano, SDO Apayao Marlou Borja, SDO Abra Eric Wanson, SDO Benguet Harris Dizon Jr., SDO Baguio City Richard Butale, SDO Ifugao Michelle Alagoy, SDO Kalinga Loida Elaine Tibong, SDO Mt. Province Allan Dumalsin, SDO Tabuk City	<ul style="list-style-type: none"> <li>- manage the PNPKI digital certificate applications within his/her respective Schools Division</li> <li>- assist the Regional PNPKI Team in coordinating and ensuring the cooperation of the whole division in achieving the objectives of the activity</li> <li>- manage course settings within the Division's course category in the DepEd CAR LMS</li> <li>- coordinate and assist the applicants on how to accomplish the application forms and other requirements</li> <li>- assist in resolving issues and concerns</li> </ul>

4. The following implementation plan shall be followed accordingly:

Activities	In-charge	Timeline
Conduct of review and final setting up of DepEd CAR LMS	PNPKI Regional Team Leader and Division Team Leaders	Aug 6 – Aug 10
Signing up to the DepEd CAR LMS	All Teaching and Non-Teaching personnel of DepEd CAR	Aug 9 onwards
Releasing of memoranda on the composition of PNPKI Division Teams and deadlines of application per district	PNPKI Division Team Leaders	Aug 10
Conduct of orientation to PNPKI Division Team members	Division Team Leaders	Aug 10 – 13
Release of enrolment keys to applicants/personnel	Division Team Leaders, District/School ICT Coordinators	Aug 10 – 13
Application for digital certificates through DepEd CAR LMS	DepEd CAR personnel/applicants	Aug 13 – Sept 3
Assessment/checking of applications	PNPKI Team Members, ICT Coordinators	Aug 16 onwards
Downloading of applications and transmittal to the Regional PNPKI Team Leader	Division ITOs	Aug 23 onwards
Validation and preparation of bulk certifications	Regional and Division HR Officers	Aug 23 onwards
Submission of bulk applications to DICT	PNPKI Regional Team Leader	Aug 23 onwards



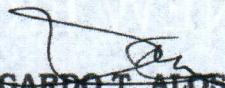


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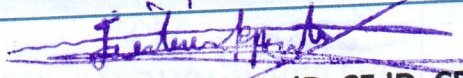
5. Attached are the following documents for your reference:
  - a. User Guide in signing up with DepEd CAR LMS
  - b. User Guide in enrolling into the Application for PNPKI Digital Certificate course
  - c. OUA Memo 00-0721-0169 - Addendum to the Memorandum on the Application of Field Offices and School Personnel for PNPKI Digital Certificates
6. Other resources such as forms, samples, video tutorials can be found through <https://bit.ly/DepEdCAR-PNPKI>.
7. Should there be queries, feel free to contact the Regional IT Officer through [jumar.yagoan@deped.gov.ph](mailto:jumar.yagoan@deped.gov.ph).
8. Immediate dissemination of this memorandum is desired.

**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

**By the Authority of the Regional Director:**

  
**EDGARDO T. ALOS**  
Chief Administrative Officer

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
**FOR YOUR INFORMATION & APPROPRIATE ACTION**

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent





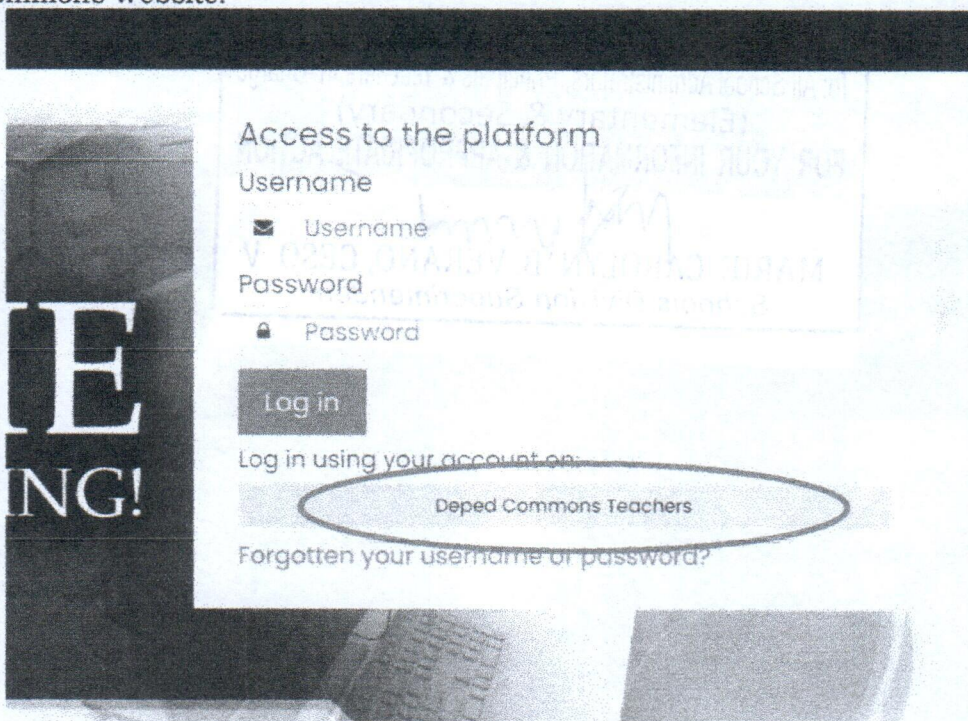
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**Annex A. User Guide on Signing up with DepEd CAR LMS**

1. Open any browser and access <https://car.lms.deped.gov.ph>.



2. Click the button '**DepEd Commons Teachers**'. You will be redirected to DepEd Commons Website.







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3. Click **'Continue with Google Account'** to use your DepEd Email or **'Continue with Microsoft Account'** to use your Microsoft 365 Account.

Department of Education - Com... x +  
← → ↻ commons.deped.gov.ph/accounts/sign\_in  
< Back

**DepED**  
DEPARTMENT OF EDUCATION  
Working for Quality, Accessible,  
Relevant and Equitable Education  
KAGAWARAN NG EDUKASYON  
KORDILLERA ADMINISTRATIBO

**D** Log in to DepEd Commons  
(Teaching / Non-Teaching)

You need to sign in or sign up before continuing.

Continue with Google Account  
 Continue with Microsoft Account

Continue with Commons Account

4. Choose or sign-in your DepEd Email / Microsoft 365 account.

Sign in to Google

Select an account  
to continue on deped.gov.ph

**DepEd CAR**  
cdeped.gov.ph Signed out

Use another account

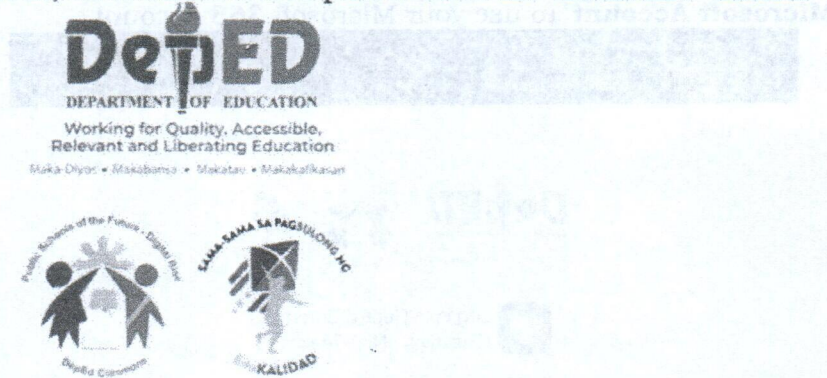
To proceed, Google will share with deped.gov.ph your name, email address, language preference, and profile picture.





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5. For the first time sign-in, authorization is required. Click the **'Authorize'** button.

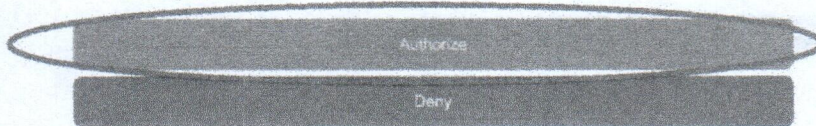


Authorization required

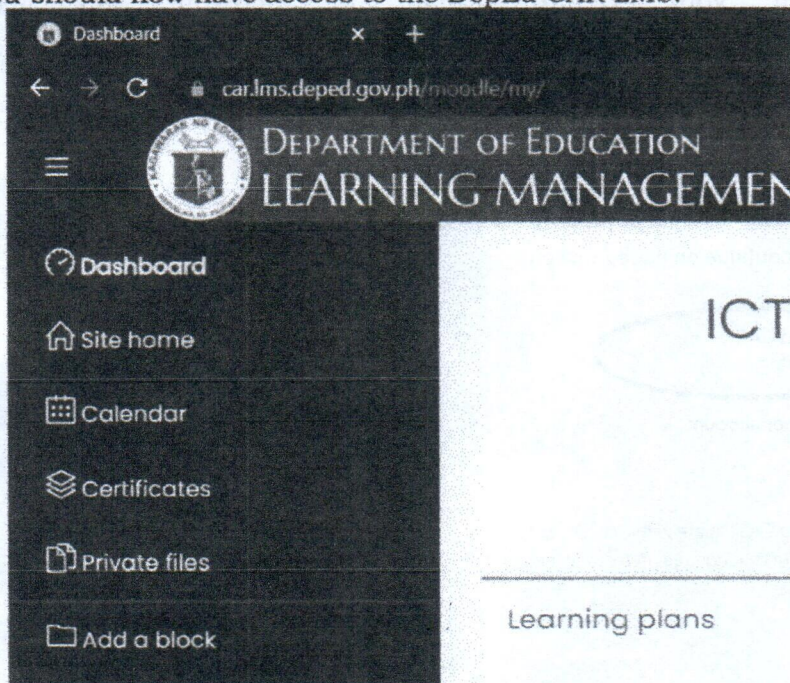
Authorize CAR LMS to use your account?

This application will be able to:

- Access your profile data



6. You should now have access to the DepEd CAR LMS.



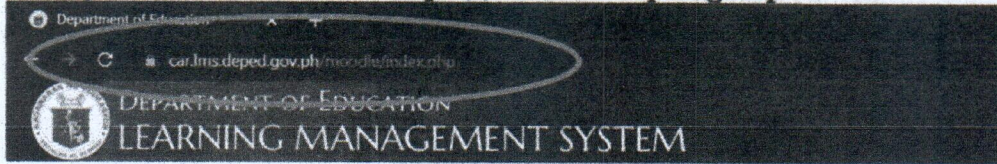




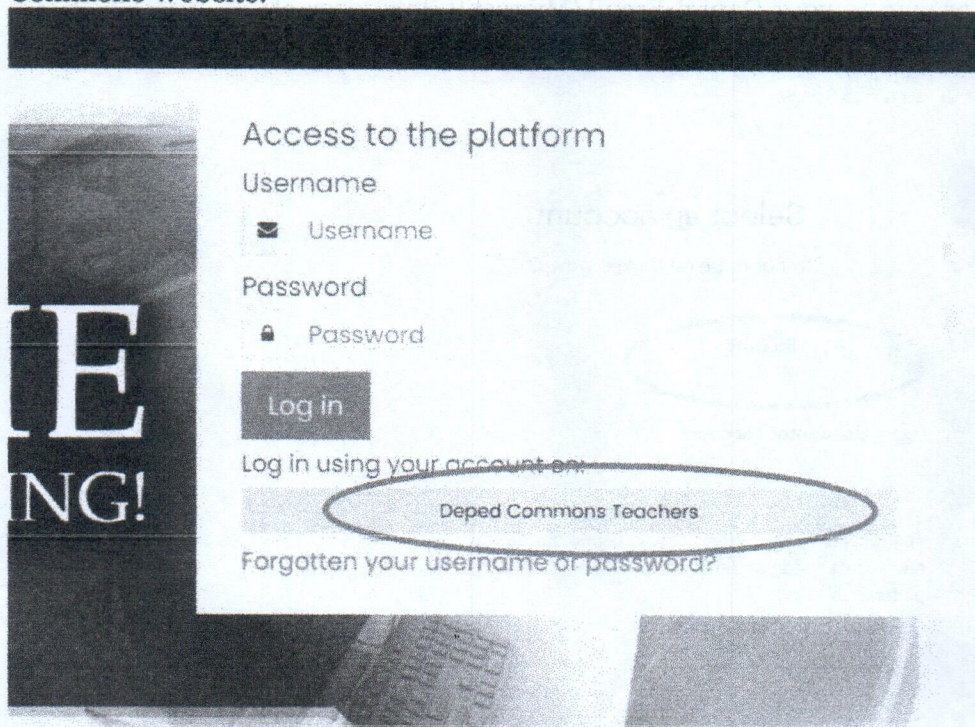
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**Annex B. Enrolling into the PNPKI Digital Certificate application course.**

1. Open any browser and access <https://car.lms.deped.gov.ph>.



2. Click the button **'DepEd Commons Teachers'**. You will be redirected to DepEd Commons Website.

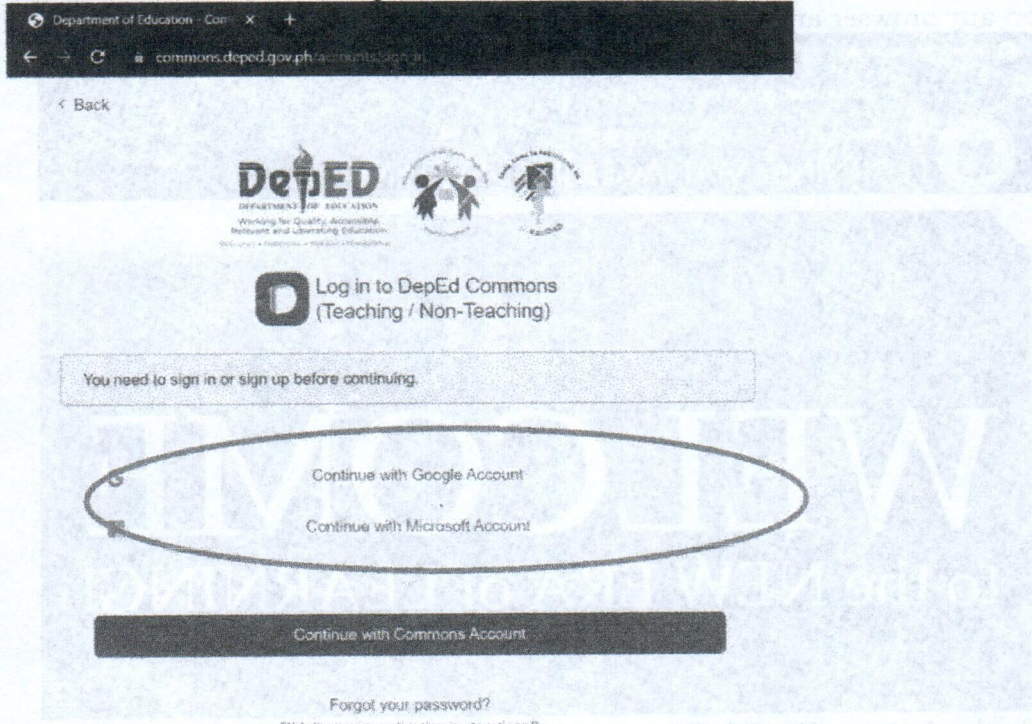






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3. Click **'Continue with Google Account'** to use your DepEd Email or **'Continue with Microsoft Account'** to use your Microsoft 365 Account.

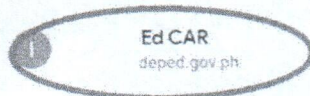


4. Choose or sign-in your DepEd Email/Microsoft 365 account.

Sign in to Google

Select an account

to continue on [deped.gov.ph](https://deped.gov.ph)



Signed out

Use another account

To proceed, Google will share with [deped.gov.ph](https://deped.gov.ph) your name, email address, language preference, and profile picture.





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5. Click **'Site Home'** in the main menu then select your respective School Division.

The screenshot shows the LMS interface. On the left is a dark sidebar menu with the following items: Dashboard, Site home, Calendar, Certificates, Private files, and My courses. The main content area is titled 'PNPKI' and has sub-tabs for 'Dashboard', 'Courses', and 'Professe'. Under 'Course categories', it lists 'Professional Development / PNPKI'. Below that is a 'Search courses' section with a list of SDOs: SDO Apayao, SDO Abra, SDO Baguio City, SDO Benguet, SDO Ifugao, SDO Kalinga, SDO Mt. Province, SDO Tabuk City, and Regional Office. A hand-drawn circle highlights this list of SDOs.

6. Click the course titled *Facility for the Submission of the Application Requirement for the PNPKI Digital Certificate of DepEd Personnel in the Field Office - [Division Name]*.

The screenshot shows the LMS interface with a search result. The search bar contains the text 'Search courses' and a 'Go' button. Below the search bar, there are logos for the Department of Education and the Cordillera Administrative Region. The search result is a course titled 'Facility for the Submission of the Application Requirement for the PNPKI Digital Certificate of DepEd Personnel in the Field Offices - SDO'. A hand-drawn circle highlights this course title.

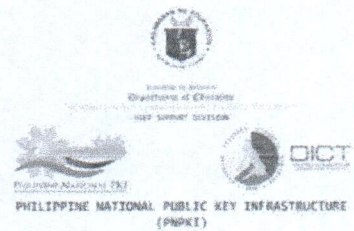




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7. Enter the enrolment key given by your ICT Coordinator (School/District ICT Coordinator for school personnel, Division IT Officer for Division Office personnel and ICTU personnel for the Regional Office personnel). Click the button **'Enrol me'**.

### Enrolment options



#### Self Enrolment

Enrolment key

.....

Enrol me

#### SDO Apayao

Facility for the Submission  
of the Application  
Requirement for the PNPki  
Digital Certificate of  
DepEd Personnel in the  
Field Offices - SDO  
Apayao

8. Follow instructions, finish the course, and wait for updates from your respective ICT Coordinator.

#### GENERAL INFORMATION

- PNPKi Application Video Instruction for Teachers
- How to Fill-up your PNPki Application Form
- Please watch this video on how to fill-up your PNPki Application Form
- DOWNLOAD PNPki FORM
- Please download and fill out this PNPki form



OVERVIEW



ACTIVITIES -

Topic's progress