

OUAD00-0322-0189  
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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0322-0189**

### MEMORANDUM

24 March 2022

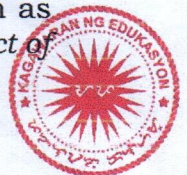
For: **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors and BARMM Education Minister**  
**Schools Division Superintendents**  
**Public School Heads**  
**Regional and Division Information Technology Officers**  
**All Others Concerned**

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.



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

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

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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.

To: School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
FEDERICO P. MARTIN, EdD, CEEd, CESO V  
Schools Division Superintendent

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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