



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

07 Mar 2025


**DIVISION MEMORANDUM**

No. **039**, s. 2025

PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE USER'S ORIENTATION

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section and Unit Heads and Staff  
Public Elementary and Secondary School Heads

1. In preparation for the implementation of the online paperless transaction system, the Department of Education – Schools Division of Sarangani, in partnership with the Department of Information and Communications Technology (DICT) through the Administrative Services Section – Personnel Unit, will conduct a **Philippine National Public Key Infrastructure (PNPKI) User's Orientation** on March 12, 2025, from 9:00 a.m. to 2:00 pm via Google Meet. The link will be sent an hour before the activity.
2. All SDO and school non-teaching personnel are directed to attend. Participants are reminded to have their working laptop during activity and install the Adobe Acrobat Software.
3. For inquiries, contact Mr. Roel D. Balbareno at 0946-406-1747.
4. Widest dissemination of this Memorandum is desired.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: Activity Matrix  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

ORIENTATION  
PROGRAMS

RDB/OSDS-PU/DM – philippine national public key infrastructure user's orientation  
0249/March 7, 2025

**(Enclosure to Division Memorandum No. 039, s. 2025)**

ACTIVITY MATRIX

<b>Time</b>	<b>Activity/Topic</b>	<b>Facilitator</b>
8:00-9:00	Registration	Secretariat
9:00-10:15	Preliminaries	Audio Visual Presentation
	Welcome Message	Atty. Nelyn B. Frinal, CESO VI Asst. Schools Division Superintendent OIC, Office of the SDS Schools Division Superintendent
10:15-11:30	Orientation on installation and setting up of PNPKI digital certificates.	DICT Representative
11:30-11:45	Open Forum	
11:45-12:00	Closing Ceremony	