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Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY

**OFFICE MEMORANDUM/ORDER**

No. 242, s. 20 21

To: Functional Division Chiefs  
Head of Sections and Units  
All Other Concerned

From: **BENJAMIN D. PARAGAS, PhD, CESO V**  
Director IV/Regional Director

Date: August 17, 2021

Subject: **EXTENSION OF THE REGISTRATION OF PNPKI DIGITAL CERTIFICATES THROUGH THE LMS FOR DEPED REGIONAL OFFICES PERSONNEL**

1. In relation to OUA MEMO 00-0821-0254 on the extension of the registration of PNPKI digital certificates through the LMS for field offices, this office, through Information and Communications Technology Unit reminds all required Regional Office personnel whom have not yet submitted an application to accomplish the said activity until September 21, 2021.
2. All permanent Regional Office personnel who will be reporting to their respective offices may visit the ICT Unit Office for technical assistance for the application until the said due date.
3. Maximum of two personnel at a time will be entertained by ICT Unit staff and minimum health protocols will be observed during the conduct of T.A.
4. Employees who cannot visit ICT Unit Office may apply by following these steps:
  - a. Visit : <https://r2.lms.deped.gov.ph/>
  - b. Click DepEd Commons Teachers.
  - c. Click continue with google account.
  - d. Login using DepEd Gmail account.
  - e. For first time user, click Authorize.
  - f. Click Site Home.
  - g. Click Professional Development.
  - h. Click Facility for the Submission of the Application Requirement for the PNPKI Digital Certificate of DepEd Personnel in the Field Offices
  - i. Enter Key Code: PNPKI\_ro2



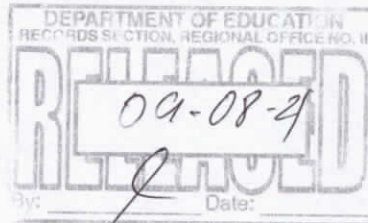
**Address:** Regional Government Center, Carig Sur, Tuguegarao City, 3500  
**Telephone Nos.:** (078) 304-3855; (078) 396-9728  
**Email Address:** [region2@deped.gov.ph](mailto:region2@deped.gov.ph)  
**Website:** [region2.deped.gov.ph](http://region2.deped.gov.ph)



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- j. Click **Enroll Me**.
  - k. Scroll and click **ACTIVITIES - Regional Office**.
  - l. Download and fill-up PNPKI form (*note: Open the file using adobe acrobat reader. You need to attach a Passport size Picture and 2 Signature, fill-up the required fields only and use block letters/capital letters*).
  - m. Save the file using the following format  
 LastName\_FirstName\_EmployeeNo\_RO
  - n. Return to the browser, Scroll down and Click PNPKI Questionnaire.
  - o. Click Attempt Quiz and Fill-up.
  - p. Click Finish Attempt and Submit all and finish.
  - q. Click Upload PNPKI form here.
  - r. Click Add submission button.
  - s. Drag and drop copy of filled PNPKI Pdf file form.
  - t. Click save submission.
5. For information, guidance, and strict compliance.

ORD/ICTU/neq



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