



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

DEPARTMENT CIRCULAR NO.

006
APR 02 2020

SUBJECT : GUIDELINES ON THE APPLICATION AND ISSUANCE OF PNPKI DIGITAL CERTIFICATES FOR EXTERNAL CLIENTS DURING THE STATE OF PUBLIC HEALTH EMERGENCY.

WHEREAS, Executive Order (EO) No. 810, s. 2009, otherwise known as “*Institutionalizing the Certification Scheme for Digital Signatures and Directing the Application of Digital Signatures in E-Government Services*”, provided guidelines for the utilization of digital signatures in the government and private sector;

WHEREAS, in compliance with §3(a) of EO 810, s. 2009, the Department of Information and Communications Technology (DICT) issued Department Circular (DC) No. 2017-001 amending the Philippine National Public Key Infrastructure (PNPKI) Certificate Policy (CP) version 1.0, in operating the Philippine Root Certification Authority (RootCA) and Government Certification Authority (GovCA);

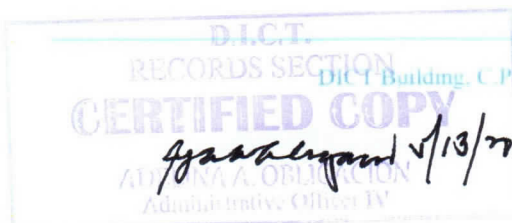
WHEREAS, DC 2017-001 implemented the PNPKI Certificate Policy version 2.0, which provided guidelines on the application and issuance of PNPKI digital signature certificates to DICT officials, personnel, and external clients, for e-government services to ensure confidentiality, authenticity, integrity, and non-repudiation of e-transactions in the government;

WHEREAS, President Rodrigo Roa Duterte signed Proclamation (Proc) No. 922 on 8 March 2020, declaring a state of public health emergency throughout the Philippines due to the Coronavirus Disease 2019 (COVID-19) Situation;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 7, s. 2020, providing for Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the state of public health emergency under Proc 922;

WHEREAS, Art. III of DICT Department Order (DO) No. 45, s. 2020, entitled “*Departmental Guidelines on the Management of the Coronavirus Disease (COVID-19) Situation*”, provided for the working arrangements of all DICT personnel and workers in light of the Community Quarantine imposed by the Memorandum from the Executive Secretary dated 13 March 2020 to manage the COVID-19 Situation;

WHEREAS, DICT Department Order No. No. 45-A, s. 2020, entitled “*Supplemental Guidelines on the Working Arrangements Under Department Order No. 45, s. 2020*” was issued to update, supplement, and reflect the changes brought about by Item 4 of Memorandum issued by the Executive Secretary dated 16 March 2020, re: *Community Quarantine over the Entire Luzon and Further Guidelines for the Management of COVID-19 Situation*, which imposed the Enhanced Community Quarantine (ECQ) and directed a Work-From-Home (WFH) arrangement, in general, for the



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Executive branch of the government, with the exception of the Philippine National Police (PNP), Armed Forces of the Philippines (AFP), Philippine Coast Guard (PCG), health and emergency frontline services, border control and other critical services, which shall operate a skeleton workforce;

WHEREAS, the National Prosecution Service of the Department of Justice, in addressing the pressing need to continue inquest proceedings, issued general rules and procedures for the conduct of electronic/online inquest proceeding (e-inquest) in the National Capital Region during the period of the public health emergency;

WHEREAS, on 23 March 2020, for the first time in Philippine history, the Philippine Congress conducted special sessions in which two hundred seventy nine (279) representatives, on official business, participated remotely in the legislative process by conveying their respective manifestations and interpellations, and subsequently voting on pending legislation through the use of video conferencing and other ICT tools and applications;

WHEREAS, in light of the foregoing circumstances and the declared state of public health emergency, there is a need to for alternative means and procedures to apply for PNPKI digital certificates using online ICT tools;

NOW, THEREFORE, IN VIEW OF THE FOREGOING, in the exigency of public service, and pursuant to the provision of existing laws, rules and regulations, the following guidelines are hereby issued relative to the application and issuance of PNPKI digital certificates during the declared state of public health emergency:

I. COVERAGE AND SCOPE

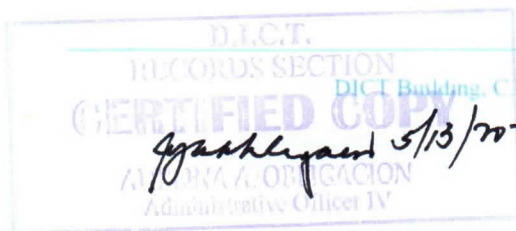
Section 1. Coverage and Scope.—These Guidelines shall cover the procedures for processing applications for the issuance of PNPKI digital certificates for external clients from various government agencies, private entities, and the public nationwide, during the declared state of public health emergency.

After the state of public health emergency has been lifted, the previously prescribed Rules under DC 2017-001 on the PNPKI Certificate Policy version 2.0 shall strictly be followed.

II. DEFINITION OF TERMS

Section 2. Definition of Terms.—For purposes of this Circular, the following terms are defined:

- a. **External Clients.**—Refers to the officials, staff, and workers from various government agencies, private entities/individuals, and the public nationwide.
- b. **DICT.**—Refers to the Department of Information and Communications Technology.



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- c. **Application Form.**—Refers to the fillable PDF application form for the issuance of PNPKI digital certificate.
- d. **DCD-CSB.**—Refers to the Digital Certificate Division, DICT Cybersecurity Bureau.
- e. **PNPKI.**—Refers to the Philippine National Public Key Infrastructure.
- f. **RA.**—Refers to the officers and assistants of the Registration Authority (RA) from Central and DICT Cluster Offices

III. GENERAL PROVISIONS

Section 3. Application Form and Supporting Documents.—All interested applicants may download the Application Form, and find the list of supporting documentary requirements, at the official DICT website: <https://dict.gov.ph/pnpki>.

Section 4. Use of Official Email Addresses.—The applicant shall use his/her official email address to file and submit his/her application and supporting documents to the PNPKI official email address: info.pnpki@dict.gov.ph, in accordance with the procedures provided in this Circular.

The application email shall bear the proper subject description, *i.e.* “PNPKI Application of (Name of Applicant),” or any phrase similar thereto, indicated in the email title or subject field. The application email thread shall, as far as practicable, be utilized for subsequent communications or submissions relevant to that particular application.

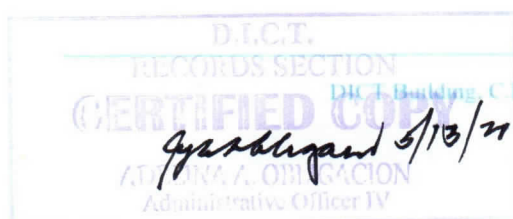
Appropriately titled email requests for assistance, queries, and clarifications may likewise be sent to the PNPKI official email address.

Section 5. Acceptable File Formats for the Application Form and Supporting Documents.—For purposes of e-filing applications under this Circular, the Application Form, Subscription Agreement, or supporting documentary requirements, *such as the Individual Digital Certificate, Agency Digital Certificate, and SSL Certificate applications*, shall be in clear and readable PDF, JPEG, or PNG format in high-quality resolution, with all the necessary information being complete and not covered or obstructed.

IV. APPLICATION PROCEDURES

Section 6. E-Filing of Applications for External Clients.—The applicant shall download the Application Form at the DICT PNPKI website at <https://dict.gov.ph/pnpki-individual-certificate> with the list of documentary requirements and submit his/her duly completed Application Form in accordance with Article III of this Circular. By filing the application, the applicant signifies that he/she:

- a. Affirms that all information given in support of the application is true and correct.



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- b. Read, understood, and consent to the Subscriber's Agreement in pp. 3 & 4 of the Application Form.
- c. Consents to the publication of his/her certificate information.
- d. Authorizes the PNPKI and its authorized representative(s) to verify his/her identification and personal information.

Section 7. Online Receiving of Applications

- a. Applicants shall then be instructed to send the soft copies of the filled-out Application Form and documentary requirements for PNPKI application, i.e. Individual Digital Certificate, Agency Digital Certificate, and SSL Certificate applications to the PNPKI official email address, info.pnpki@dict.gov.ph.
- b. Acceptable document formats for the documentary requirements are PDF, JPEG, and PNG. The soft copies should be in high-quality resolution, i.e., readable and necessary information should not be covered.

Section 8. Online Face-to-Face Verification

- a. Instead of personal appearance, face-to-face verification shall be done online through video call platforms that are free of charge, including, but not limited to, Skype, Viber, WebEx, and Zoom. Applicants shall provide their account ID and preferred video call platform through the PNPKI email address info.pnpki@dict.gov.ph.
- b. The video call shall be scheduled and facilitated by the staff of the Digital Certificate Division (DCD) and/or RA, both from the DICT Central and Cluster Offices, whichever is applicable.
- c. During the video call, applicants shall present the original copies of their documents/IDs as submitted in the PNPKI application and the RA shall take a screenshot of the applicant while holding the original document for further verification and documentation purposes.

V.

ISSUANCE OF DIGITAL CERTIFICATES

Section 9. PNPKI Self-Service Portal for Enrollment, Installation, and Downloading of Duly Approved PNPKI Digital Certificate.—Once the PNPKI digital certificate is approved, the PNPKI duly authorized representative or RA Officer shall send an email notification to the applicant with instructions to enroll, install, and download his/her digital certificate in the PNPKI Self-Service Portal.

All inquiries related to the issuance, download, and installation of the certificate shall be directed to the Cybersecurity Bureau – Digital Division at telephone number +632 8920-0101 with local number 2530 or at email address: support.pnpki@dict.gov.ph.



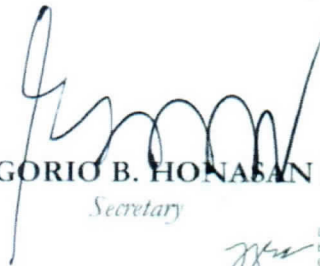
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Section 10. Owner's Responsibility over the Digital Certificate.—After delivery of the duly issued PNPKI digital certificate, the PNPKI subscriber shall be responsible for the custody and proper use thereof in a safe and secure manner. Manuals and tutorials for the use of the PNPKI are available at <https://dict.gov.ph/pnpki> under the Manuals tab.

These Guidelines shall take effect immediately and shall remain in full force and effect until further notice.


GREGORIO B. HONASAN II
Secretary

 Digitally signed by Reyes Jose Carlos Padico
Date: 2020.03.31 11:48:10 +08'00'



 Digitally signed by Rodriguez Ariel Valerio
Date: 2020.01.11 11:40:16 +08'00'

*Copy furnished:
All concerned.*

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gashlegand 5/15/2020
ADMINISTRATIVE OFFICE IV