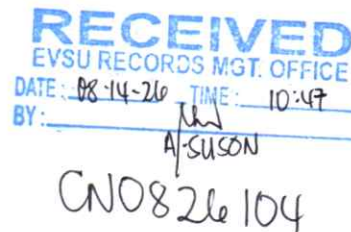




August 11, 2026

DR. DENNIS C. DE PAZ
University President
Eastern Visayas State University
Tacloban City



Dear Sir President:

Warm Greetings!

The Human Resource Management and Development Office in collaboration with the Management Information System (MIS) Office will be conducting a Training-Workshop on the Philippine National Public Key Infrastructure (PNPKI) Registration, Digital Signatures and eGov Super App Hands-on Orientation for all Non-Teaching Personnel and Academic Units Heads of the Main Campus on October 15, 2026 at the EVSU Graduate Function Room.

To support the University's continuing efforts toward digital transformation, secure electronic transactions, paperless processes and efficient delivery of public service, this proposed training-workshop aims to enhance the digital competencies of EVSU employees by providing them with relevant knowledge and hands-on experience on PNPKI registration, the proper use of digital signatures, and selected features of the eGov Super App. The eGov Super App hands-on orientation will particularly cover the Digital National ID Integration, eDriver's License Integration, and PhilHealth YAKAP.

Relative to this, the undersigned respectfully requests that your good office allow the conduct of the said activity and that the identified participants be excused from their regular duties to attend the training-workshop. The resource persons for the activity will be from the Department of Information and Communications Technology (DICT), given their expertise and technical knowledge in the subject matter.

Hoping for a favorable consideration and approval of this request.

Thank you for your continued support.

Respectfully yours,

HONEY LEE F. CADAVIS, MM
SAO/Head, HRMDO

Recommending Approval:

DORIS ANN S. ESPINA, Ph.D.
CAO, Administrative Services

DANILO B. PULMA, DM
VP for Administration, Finance & Auxiliary Services

Approved:

DENNIS C. DE PAZ, Ph.D.
University President



FUND AVAILABLE

Erene Mae Kerana, CPA
Off. of the Budget Office
AUG 12 2026
RAF





ACTIVITY PROPOSAL

TITLE : Training - Workshop on the Philippine National Public Key Infrastructure (PNKPI) Registration, Digital Signatures and e-Gov Super App Hands-on Orientation for EVSU Employees

DATE : October 15, 2026

VENUE : EVSU Graduate School Function Room

PARTICIPANTS: All Non-Teaching and Academic Unit Heads of EVSU Main Campus

I. RATIONALE

In line with the University’s continuing efforts to promote digital transformation and improve the delivery of public services, we are encouraged to adopt secure, efficient, and accessible digital platforms for official transactions.

The Philippine National Public Key Infrastructure (PNPKI) provides a secure mechanism for digital authentication and electronic transactions through digital certificates and digital signatures. Familiarity with PNPKI and the proper use of digital signatures will enable University employees to facilitate secure and efficient electronic transactions and support the University’s transition toward paperless and digitally enabled processes.

In addition, the eGov Super App provides an integrated platform that brings together various government services and digital credentials in one application. An orientation and hands-on session will help University employees become familiar with its features and demonstrate the use of selected services, including Digital National ID Integration, eDriver’s License Integration, and PhilHealth YAKAP.

This training therefore aims to enhance the digital competencies of university employees by providing both knowledge and practical experience in the use of PNPKI, digital signatures, and selected e-government services.

II. TERMINAL OBJECTIVES:

At the end of the orientation, the participants are expected to:

1. Explain the purpose, importance, and basic concepts of PNPKI and digital signatures.
2. Identify the requirements and procedures for PNPKI registration.
3. Complete the PNPKI registration and verification process.
4. Understand the proper use, security, and management of PNPKI digital certificates.
5. Demonstrate the proper use of PNPKI digital signatures in electronic documents;
6. Observe proper security practices in the use and management of digital certificates and digital signatures.
7. Explain the purpose and key features of the eGov Super App;
8. Navigate and use selected features and services available through the eGov Super App;

TIME	SESSION OBJECTIVES By the end of the session, participants will be able to:	TOPICS/ACTIVITY	LEARNING METHODOLOGY	NOMINATED FACILITATOR / RESOURCE PERSON	RESOURCES NEEDED
September 23, 2026					
8:00 am – 9:30 am		Preliminaries: • Registration & Attendance • Doxology • National Anthem		Secretariat Multimedia	Attendance Sheet





		• Pre-Test • Welcome Message • Rationale • Introduction of the Speaker			Learning Kits and Materials Laptop LCD Project
9:31am - 12:00 noon	• Explain the purpose, importance, and basic concepts of PNPKI and digital signatures. • Identify the requirements and procedures for PNPKI registration. • Complete the PNPKI registration and verification process. • Demonstrate the proper use of PNPKI digital signatures in electronic documents.	Philippine National Public Key Infrastructure (PNKPI), Registration & Digital Signatures • Introduction to PNPKI and Digital Signatures • PNPKI Registration Requirements and Procedures • PNPKI Registration Walkthrough • Hands-on PNPKI Registration • Digital Certificate Activation and Digital Signature Application • Security, Proper Use, and Management of PNPKI Credentials	Discussion and Open Forum	DICT (Resource Person)	Learning Kits and Materials Laptop LCD Project
LUNCH BREAK					
1:00pm - 3:00pm	• Understand the proper use, security, and management of PNPKI digital certificates.	Continuation on the discussion of PNPKI Registration & Digital Signatures	Discussion and Open Forum	DICT (Resource Person)	Learning Kits and Materials
3:31pm – 4:30 pm	• Explain the purpose and key features of the eGov Super App	e-Gov Super App Hands-on Orientation	Discussion and Open Forum	DICT (Resource Person)	Learning Kits and Materials
4:31pm - 5:00pm		• Post Test • Closing Remarks • Awarding of Certificates			

IV. BUDGETARY REQUIREMENTS:

The activity will entail a budgetary requirement in the amount of Thirty-Five Thousand, Seven Hundred Fifty Pesos only. The following is the breakdown of expenses:

1. Food			
65 pax	x AM snack	(100.00/pax)	= 6,500.00
65 pax	x Lunch	(350.00/pax)	= 22,750.00
65 pax	x PM snack	(350.00/pax)	= 6,500.00
			<u>35,750.00</u>
2. Token for the Resource Speakers			= 2,000.00
		Total:	<u>₱ 37,750.00</u>





V. EVALUATION

Pre- and post-tests will be administered to evaluate the participants' level of knowledge before and after the seminar. Additionally, a participant's feedback evaluation survey will be conducted to assess the overall conduct of the activity, including the relevance and clarity of the content, quality of learning materials, effectiveness of the resource speakers, and the efficiency of secretariat support. For documentation and accountability purposes, a terminal report detailing the proceedings, results, and evaluation of the activity will be prepared and submitted by the organizing committee.

Prepared by:


HONEY LEE F. CADAVIS, MM
SAO/Head HRMDO

Recommending Approval:


DORIS ANN S. ESPINA, Ph.D.
CAO, Administrative Services


DANILO B. PULMA, DM
VP for Administration, Finance & Auxiliary Services

Approved by:


DENNIS C. DE PAZ, Ph.D.
University President