

UNIVERSITY OF THE PHILIPPINES

Diliman
VOIP Trunkline: 981-8500
TELEFAX: (632) 928-28-28

Quezon City
Local: 2579; 2580

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

8 October 2020

MEMORANDUM NO. AAP 2020-010

To : Deans, Directors and Heads of Units

Subject : Use of Digital Signature

The Commission on Audit (COA) in its Memorandum dated 14 September 2020 allowed the use of digital signature in our transactions following existing laws, rules and regulations on the matter. At the minimum, controls should be implemented to ensure authentication of documents, non-repudiation of the signatures, and integrity of the documents signed.

In view of the foregoing, we enjoined those who are signatories of official documents to apply for digital signature certificates at the Department of Information Communications and Technology (DICT) under the Philippine National Public Key Infrastructure (PNPKI). The Data Protection Office (DPO) has issued an advisory on the Guidelines on online application for digital signature in its Memorandum dated 11 May 2020 (attached herewith for reference).

The use of PNPKI digital signature will be accepted in lieu of wet signatures on the following documents:

1. Disbursement Voucher (DV)
2. Purchase Order (PO)
3. Inspection and Acceptance Report (IAR)
4. Obligation Request (ObR)/Budget Utilization Request (BUR)
5. Purchase Request (PR)
6. Daily Time Record (DTR)/Certificate of Service (COS)
7. and/or correspondences to OVCA offices and to other UP units, especially during this pandemic, where work from home (WFH) is being implemented as an alternative work arrangement.

For appropriate action.



ADELINE A. PACIA
Vice-Chancellor for Administration