



**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPT FROM THE MINUTES OF THE 32<sup>nd</sup> REGULAR SESSION OF THE 12<sup>th</sup> SANGGUNIANG BAYAN OF PIÑAN, ZAMBOANGA DEL NORTE HELD ON MARCH 2, 2026 AT ITS SESSION HALL**

**Present:**

Honorable Benedicto C. Cainta II	Municipal Vice-Mayor <i>Presiding Officer</i>
Honorable Karl Joshua C. Orosco	Sangguniang Bayan Member
Honorable Ricardo R. Sabandal	Sangguniang Bayan Member
Honorable Roland M. Icao	Sangguniang Bayan Member
Honorable Saturnino P. Sorronda	Sangguniang Bayan Member
Honorable Gina R. Aleta	Sangguniang Bayan Member
Honorable Ronald B. Dancalan, Sr.	Sangguniang Bayan Member
Honorable Jenelyn G. Jumilid	Sangguniang Bayan Member
Honorable Ignacio L. Galan	Ex-Officio Sangguniang Bayan Member <i>(Liga ng mga Punong Barangay- President)</i>
Honorable Joel Audrey Cristal P. Galvez	Ex-Officio Sangguniang Bayan Member <i>Sangguniang Kabataan Federated President</i>
Honorable Jodilyn P. Tatad	Ex-Officio Sangguniang Bayan Member <i>Indigenous Peoples Mandatory Representative</i>

**Absent:** Honorable Divine Grace C. Redillas Sangguniang Bayan Member

**MUNICIPAL ORDINANCE NO. 2026-002**  
Series of 2026

**AN ORDINANCE AUTHORIZING THE USE OF DIGITAL SIGNATURES IN e-GOVERNMENT SERVICES WITHIN THE LOCAL GOVERNMENT UNIT OF PIÑAN, ZAMBOANGA DEL NORTE AND PROVIDING GUIDELINES THEREOF**

*Sponsored by: Honorable Roland M. Icao*  
*Co-Sponsored by: Honorable Divine Grace C. Redillas*

**WHEREAS**, there is a need to transition towards electronically processed and digitally-signed documents involving e-government transactions within the Municipal Government of Piñan, Zamboanga del Norte.

**WHEREAS**, it is necessary to obtain a digital certificate for the use and application of digital signatures in e-government services.

**WHEREAS**, Section 7 and 8 of Republic Act No. 8972 or the Electronic Commerce Act of 2000 provides for the legal recognition of electronic documents and signatures and imposes strict requirements before an electronic signature qualifies as a handwritten signature;

**WHEREAS**, an electronic signature represents the identity of the person attached to or associated with an electronic data message or electronic document,

employing any methodology or procedure to authenticate or approve the electronic data message or electronic document;

**WHEREAS**, Section 1, Rule 6 of A.M. No. 01-7-01-SC-RE: Rules on Electronic Evidence recognizes an electronic or digital signature which was authenticated in the manner prescribed therein, as admissible in evidence and which is functional equivalent to a signature of a person on a written document;

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

**WHEREAS**, in compliance with Section 3(a) of E.O. No. 810, Series of 2009, the Department of Information and Communications Technology (DCIT) 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**, D.C. No. 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.

**NOW, THEREFORE**, be it enacted by the Sangguniang Bayan of Piñan, Zamboanga del Norte, in a session duly assembled, that:

**SECTION 1. TITLE.** This Ordinance is hereby entitled “*An Ordinance Authorizing the Use of Digital Signatures in e-Government services within the Local Government Unit of Piñan, Zamboanga del Norte and Providing Guidelines Thereof*”.

**SECTION 2. COVERAGE.** The digital signature is legally accepted as a functional equivalent to a signature of a person in a written document. All officers and employees of the Municipal Government of Piñan, Zamboanga del Norte are hereby authorized to use, digital signatures, in lieu of written signatures, in all qualified government documents and transactions.

**SECTION 3. PURPOSE.** This ordinance directs the use of digital signatures in e-government services of this Municipality and provides for the guidelines and procedure in processing the applications for the issuance of the Philippine National Public Key Infrastructure (PNPKI) digital certificates, including the duties and responsibilities of the signing officers and employees of the Local Government Unit of Piñan, Zamboanga de Norte.

**SECTION 4. POLICIES, GUIDELINES, AND PROCEDURES.** The following are the general policies and guidelines for processing the application for digital signatures.

**4.1 Online Registration.** All government officers, employees or personnel who are signatories of official documents are to apply for a digital signature certificate directly to the Department of Information Communications and Technology (DICT), Philippine National Public Key Infrastructure (PNPKI) Online Registration System (ORS) portal thru <https://govca.npki.gov.ph/ors/>

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Applicant government officers, employees or personnel may download the Application Form, and find the list of supporting documentary requirements at the official DICT website: <https://dict.gov.ph/pnpki>

**4.2 Application Form and Supporting Documents; File Formats.** Prior to the enrollment of the digital certificate to the PNPKI ORS, registrants must review the guidelines and prepare the requirements to be uploaded to the registration portal stated on the link: <https://govca.npki.gov.ph/orsl>

The registration requirements must be prepared in soft copy or scanned format, as they are required to be uploaded to the registration portal. File format must be LastName\_FirstName\_Document Type, file size must be less than 5MB and accepted file types are JPG.,JPEG.,PDF.,DOC.,DOCX:

**4.3 Verification.** Original copies of the required documents and IDs are to be presented for verification purposes.

**4.4 Use of Official Email Addresses.** The applicant employee or personnel shall use his/her email address to file and submit his/her application and supporting documents to the PNPKI official email address: [r9.pnpki@dict.gov.ph](mailto:r9.pnpki@dict.gov.ph) ,in accordance with the procedures provided herein.

**SECTION 5. STATEMENT OF AUTHORITY AND RESPONSIBILITIES.**

**5.1 The Department of Information and Communications and Technology (DICT).** The DICT operates the Root Certification Authority (RootCA) and the Government Certification Authority (GovCA) for processing applications for digital signature. It is also the issuing authority of digital signature certificates for the use of digital signatures in e-government services.

**5.2 Issuance of Digital Certificates.** Once the PNPKI digital certificate is approved, the subscriber will receive an email notification containing the USER credentials (USERNAME & PASSWORD) & instructions where and how to enroll their digital certificates.

**5.3 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>.

All signing officials and employees who own a digital signature shall use and store their respective digital signature responsibly and in accordance with this Ordinance, as they represent one's identity and are still vulnerable to forgery or misuse.

**SECTION 6. UNAUTHORIZED AND/OR ILLEGAL USE OF DIGITAL SIGNATURES.** An unauthorized and/or illegal use of digital signatures as stipulated in Section 33 of RA 8972 shall be liable under the penalties provided in the same, without prejudice to other penalties as may be sanctioned by law.

**SECTION 7. REPEALING CLAUSE.** All issuances, orders, rules and regulations, or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed, amended or modified accordingly.

**SECTION 8. EFFECTIVITY.** This Ordinance shall take effect immediately upon its approval.

Handwritten signatures and initials in black ink on the left margin of the page. There are three distinct marks: a stylized signature at the top, a larger signature in the middle, and the initials 'aus' at the bottom.

**CARRIED UNANIMOUSLY.**

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**I HEREBY CERTIFY** to the correctness of the aforementioned Ordinance.

  
**MARIA CELESTE B. CANOY**  
*Secretary to the Sangguniang Bayan*

**CERTIFIED CORRECT AS TO ITS PASSAGE  
ON THE THIRD AND FINAL READING:**

  
**BENEDICTO G. CAINTA II**  
*Municipal Vice Mayor  
(Residing Officer)*

APPROVED:

  
**ROMMEL J. GUDMALIN**  
*Municipal Mayor*

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