

**[DTI DEPARTMENT ADMINISTRATIVE ORDER NO.
11-01, February 18, 2011]**

**PRESCRIBING RULES AND GUIDELINES FOR THE
IMPLEMENTATION OF EXECUTIVE ORDER NO. 810, SERIES OF
2009, ENTITLED "INSTITUTIONALIZING THE CERTIFICATION
SCHEME FOR DIGITAL SIGNATURES AND DIRECTING THE
APPLICATION OF DIGITAL SIGNATURES IN E-GOVERNMENT
SERVICES"**

Pursuant to the provisions of Republic Act No. 8792 otherwise known as the "Electronic Commerce Act of 2000," its implementing Rules and Regulations, and the provisions of Executive Order (EO) No. 810 issued on 15 June 2009 entitled, "Institutionalizing the Certification Scheme for Digital Signatures and Directing the Application of Digital Signatures in E-Government Services, this Department Administrative Order(DAO) is hereby issued to prescribe the general rules and guidelines for the implementation of the EO:

1. Scope

This DAO prescribes the general rules and guidelines for the implementation of the National Certification Scheme for Digital Signatures in the Philippines adopted by virtue of EO 810, as it appears in Annex A^{*}.

2. Accreditation of Certification Authorities(CAs)

The rules governing the accreditation of CAs are prescribed under DAO No.10-09 issued by the Department of Trade and Industry (DTI) on 29 September 2010.

3. Technical Standards for Digital Signatures

For the initial implementation of EO 810, and to ensure interoperability of digital certification technology and support international cooperation on certification services including mutual recognition and cross-certification , accredited CAs are hereby required to use internationally-accepted standards for digital signatures as may be prescribed by the Commission on Information and Communications Technology (CICT) -National Computer Center (NCC), in coordination with the DTI-Bureau of Product Standards (BPS). This set of standards , to be issued as a separate document by the Root CA, shall be updated from time-to-time to consider the emergence of new international standards and/or updates on the current standards.

4. Establishing the Identity of the Subscribers of Digital Certificates

An individual applicant or the authorized representative of the juridical applicant shall personally apply for a digital certificate with a Registration Authority (RA) or directly with the CA. Face-to-face verification is necessary in addition to the submission of the following minimum requirements:

4.1 An individual applicant is required to submit the following minimum requirements for verification of identity and address:

4.1.1. Birth certificate printed on security paper for Filipino citizen or Alien Certificate of Registration (ACR) card for a foreigner

4.1.2. Taxpayer Identification Number (TIN)

4.1.3. One (1) Unified Multi-Purpose Identification (UMID)-compliant card. In the absence of a UMID-compliant card, two (2) valid identification (ID) cards with photo and signature. (In considering which ID cards are valid, reference may be made to Bangko Sentral ng Pilipinas (BSP) Circular No. 608, Series of 2008, as maybe amended.)

4.1.4. Passport-size color photo taken within the last six (6) months

4.1.5. Valid address supported by a copy of the latest utility bill with the same address found on the valid identification card (if the utility bill is in the name of another person, applicant must show proof of relationship); or a Barangay Clearance

4.1.6. Phone number (mobile and/or landline number)

The RA or CA may waive the birth certificate requirement if the applicant present his/her valid Philippine Passport.

4.2 The authorized representative of the juridical applicant is required to submit the following minimum requirements for verification of identity (both of the organization and authorized representative) and address:

For authorized company representative :

4.2.1. Birth certificate printed on security paper for Filipino citizen or Alien Certificate of Registration (ACR) card for a foreigner

4.2.2. Taxpayer Identification Number (TIN)

4.2.3 One (1) Unified Multi-Purpose Identification (UMID)-compliant card. In the absence of a UMID-