MEMORANDUM TO:

OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools

PHILGEPS TRAINING OF THE DEPARTMENT OF BUDGET AND MANAGEMENT

Attached is Regional Unnumbered Memorandum dated August 15, 2019 re: PhilGEPS Training on September 2019 at EBLSI Training Center, Pasig City, content of which is self-explanatory, for information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Office-In-Charge
Office of the Schools Division Superintendent
Memorandum

To: Schools Division Superintendents
   Public School Principals
   BAC Members
   All Concerned

From: WILFRED O. CABRAL
       Director III
       Officer-in-Charge, Office of the Regional Director

Subject: Invitation for PhilGEPS Training

Date: August 15, 2019

Attached is a letter from Exec. Dir. Rosa Maria M. Clemente, Philippine Government Electronic Procurement Service (PhilGEPS) inviting interested individuals from the Schools Division Offices and schools to attend another set of schedules of PhilGEPS' training for Phase 1 relative to PhilGEPS System Modernization Project. The two-day training will be conducted at EBSI Training Center, 5th Floor, Suntrust Capitol Tower, #59 West Capitol Drive cor. Stella maris, Kapitolyo, Pasig City on the following tentative dates with only 40 available slots per batch on a "first-come-first-serve" basis.


Registration fee of Php 2,400.00 shall cover the training kit, lunch and snacks; payment in checks should be made payable to E-BLACKBOARDS LEARNING AND SOLUTIONS INC. (See attached for details on registration procedures.)

Any inquiries and/or clarifications may be addressed to the training secretariat by e-mail at idesales@e-blackboards.com or by telefax at (02) 721-4724, (02) 728-6883.

Work toward excellence... play to win!

5-46
August 15, 2019

Dr. Wilfredo E. Cabral
Regional Director
Department of Education - NCR
920-5824; 453-8374; 926-9254; 928-0079

Attention: BAC Chairman/School Principals

Dear Sir,

Greetings!

Good procurement is essential to ensure good public services, from buying goods and services that work as they are supposed to, to achieving savings that can be ploughed back into front-line services. PhilGEPS is committed to proactively participate in the challenges of contributing to procurement reforms by maintaining a safe and secure internet-based, open, and competitive marketplace for government procurement. PhilGEPS also embraces the task in helping develop procurement professionals and partnering with other government agencies to bring about reforms that will reflect our fervor to ensure that procurement drives further advancement in our delivery of public services to match the Filipinos’ rightly held high expectations for a government that serves the public’s best interests.

The PhilGEPS System Modernization Project is on-going and is aimed to improve on the technical design and architecture of the system to ensure further efficiency and streamlining towards full implementation of electronic procurement in our country.

It is for this reason that we are extending this invitation to your Schools Division and all the schools within its jurisdiction to attend the PhilGEPS Training for Phase 1, and all other succeeding trainings for new system developments on the PhilGEPS so you so you can re-visit and familiarize yourself again with the use of the PhilGEPS and keep pace with the systems upgrade. We acknowledge that Deped has issued Department Order No. 6, 5. 2008 with regards to PhilGEPS registration and posting, and we hope that implementation of such within the DepEd is adhered to.

<table>
<thead>
<tr>
<th>REGIONS</th>
<th>TENATIVE SCHEDULES</th>
<th>VENUE</th>
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<tbody>
<tr>
<td>NCR, Region 3, 4A &amp; 4B</td>
<td>SEPTEMBER 3-4, 2019</td>
<td>SEPTEMBER 5-6, 2019</td>
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<td>SEPTEMBER 10-11, 2019</td>
<td>SEPTEMBER 12-13, 2019</td>
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<td>SEPTEMBER 17-18, 2019</td>
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<td>SEPTEMBER 24-25, 2019</td>
<td>SEPTEMBER 26-27, 2019</td>
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Please accomplish the attached confirmation form which require a list of your participants. Also found therein are the corresponding dates of the training. Trainings are to be held for two (2) days at designated venues. Training fee is Php2,400.00/participant (inclusive of VAT) inclusive of a training kit, lunch and snacks. Please make check payment for the account of the E-BLACKBOARDS LEARNING AND SOLUTIONS INC.

For inquiries and/or clarification, please contact the training secretariat by e-mail at bdsales@e-blackboards.com or by telefax at (02) 721-4724, 728-6883 or you may contact e-BlackBoards Learning and Solutions Inc. at (02) 8615280, 9556469 or 8615245.

We hope to see you in one of our trainings.

Very truly yours,

Exec. Dir./ROSA MARIA M. CLEMENTE
Project Manager, PhilGEPS
Buyer Training

Day 1
1.0 Overview
2.0 How to Disable Pop-Ups
3.0 Splash Page
4.0 My GEPS
   4.1 Login Page
   4.2 My Notices
   4.2.1 View Bid Notices
   4.2.2 Create a Bid Notice - Single or 2-Stage Bidding
     4.2.2.1 Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement
   4.2.4 How to Include Line Items
   4.2.5 To Add Line Items To Frequently Used List
   4.2.6 To Save A Notice Template
   4.2.7 Attach An Associated Component
   4.2.8 View A Bid Notice Abstract
   4.2.9 Edit A Bid Notice
   4.2.10 Delete A Bid Notice
   4.2.11 Post A Bid Notice
   4.2.12 Change Status from Pending to In Preparation
   4.2.13 Create A Bid Supplement
   4.2.14 Add Supplier to the Document Request List

5.0 My Organization
   5.1 Organization Profile
   5.3 Sub-Organization List
   5.5 Organization Contact List
   5.4 Organization History
   5.6 Accredited Suppliers
   5.8 Blacklisted Suppliers

6.0 My Profile
   6.1 View Own Profile
   6.2 Update Own Profile
   6.3 Change Password
   6.4 Activity

Day 2
7.1 Award Creation
   7.2 Create A Bidder's List
   7.3 How To Shortlist Suppliers
   7.4 Create a Bid Notice - 2nd Stage Bidding
   7.5 Create An Award Notice
   7.6 Upload Associated Document
   7.7 Cancel/Postpone/Fail a Bid Notice
   7.8 Reopen Order
   7.9 View Detail Tracking Report
   7.10 Award Notice List
   7.11 MP

8.0 Pending Task
9.0 Opportunities
   9.1 Open Opportunities
   9.2 Former Opportunities
   9.3 Award Notices
10.1 Directory
    10.1.1 Buyer Directory
    10.1.2 Supplier Directory

Open Forum
Distribution of Certificates
Important Information

ATTENTION:

Once your attendance is confirmed, please do the following steps to progress in your application for PHILGEPS Training:

1. Your Confirmation Code is: NTS NCRB/T 09-2019
2. Your Training Coordinator is: Jesielie Desales
   Contact No: (02) 721-4724 / 726-6883 / 955-6469 / 09366430483
3. Please fill-up and sign the ff. forms
   - Confirmation Form
   - Statement of Account (SOA)
4. Deposit payment only to E-BLACKBOARDS LEARNING AND SOLUTIONS INC., bank accounts:
   - Registration Fee: PB, 400.00/participant (inclusive of training materials, AM and PM snacks, lunch, and certificates)
   - Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC.
   - Account Number: 0000-0074022-013
   - Deposit to any Security Bank Branch
5. Bank # 2 and Branch: Mandaluyong - East West Bank
   - Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC.
   - Account Number: 2000196311866
   - Deposit to any East West Bank Branch
   - Our only accept Cheque or Cash Deposit to any Security Bank or East West Bank Account
   - Cash Receipt will be issued in exchange of original copy of deposit slip
5A. Fax or email the ff. in order to reserve seats for the training:
   - Signed confirmation sheet (at least 5 days before the training schedule)
   - Signed Statement of Account (SOA)
   - Security Bank or East West Bank deposit slip to EBSLI Training Secretariat
   - Tel/Fax No: (02) 7214724 / (02) 7266883 / (02) 9556469
   - Please write your name & Confirmation Code before sending fax to EBSLI
   - You can also send it via email, just scan the ff.
   - Duty filled up Confirmation Form (at least 5 days before the training schedule)
   - Signed Statement of Account
   - Email to: Jdesales@e-blackboards.com
   - Please SUBMIT original copy of Deposit slip upon registration
   - Slots will be given on a first come first serve basis

   Note: *Schedule and venue may be changed depending on the number of participants confirmed. It will be confirmed 5-7 days before the training.
   *Please do not buy plane/hotel/taxi tickets unless your reservation and schedule are confirmed to avoid unnecessary expenses.
6. A map of the training location will be faxed to your office 3-4 days before the training.
7. For any inquiries, you may call EBSLI Office
   - Tel/Fax No: (02) 7214724 / (02) 7266883 / (02) 9556469
   - Telephone Nos: (02) 7214724 / (02) 9556469
   (Please take note that Confirmation/Reservation is on First Come First Serve Basis)

   *Schedule and venue location may be changed depending on the number of participants confirmed.

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<tr>
<th>TENTATIVE SCHEDULES</th>
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<th>SLOTS AVAILABLE</th>
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<tr>
<td>SEPTEMBER 3-4, 2019</td>
<td>08:30 am - 05:00 pm</td>
<td>40 slots</td>
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Venue: EBSLI Training Center, 5th flr. Sentro Kapitolyo Building,
#59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City.
CONFIRMATION FORM
(PHILGEPS Training for Government Entities)

Please fill-out the form below (READABLE AND CORRECT NAME spelling of participants) and email to jdales@governorphilippines.com or fax to National Training Secretariat at (02) 2147-249/ 9556469.

| Government Entity: | | | |
|---------------------|-----------------|----------------------|
| Address:            | Region:         |
| Type of Organization: | □ NSA □ SP □ GOCC □ SUC □ LGU □ Private |
| Contact Person:     | Tel. No. | Mobile No. | Fax No. |

| Participant Details: | | | |
|----------------------|-----------------|----------------------|
| First Name | Middle Initial | Last Name | Tel. No | Mobile No | Position |
| Email Address: | | Food Restriction: |

Please reserve me/us on this training schedule:

| | | Training Secretariat |

Note:
1. Any rescheduling/cancellation of slot/s should be made AT LEAST 5 WORKING DAYS before the training schedule.
2. There is a LATE-CANCELLATION/RESCHEDULING and NON-ATTENDANCE CHARGE OF P1,200 (Inclusive of VAT) per participant to cover costs.

Requested by:

Signature over printed name:
**STATEMENT OF ACCOUNT-BT**

**CONFIRMATION CODE: NTS NCRBT 09-2019**

**PLEASE FILL-OUT THE FORM BELOW AND FAX TO NATIONAL TRAINING SECRETARIAT AT**

(02) 7214724 or (02) 6618850

<table>
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<tr>
<th>Contact Person:</th>
<th>Agency/Organization:</th>
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<tbody>
<tr>
<td>Billing Address:</td>
<td>Telephone/Fax No:</td>
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<tr>
<td>Email Address:</td>
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**Name of Participant** | **No. of Attendee(s)** | **Training Schedule** | **Total Amount** |
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**Deposit payment only**

**E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**

Account Number: SECURITY BANK
0000-007822-013
Account Number: East West Bank
200019631868

**Note:**

1. **PLEASE ATTACH DEPOSIT SLIP HERE.**
2. For efficient tracking of your payment, we accept Cheque Deposit/Cash Deposit Only to our bank account. We shall NOT ACCEPT DEPOSITS UPON REGISTRATION.
3. For any inconvenience, you may call our National Training Secretariat at (02) 661-5280; 661-5245; Telefax Nos. (02) 7214724/ (02) 6618850. Thank you.

**Issued by EBLSI:**

**Received by Agency/Date:**

**Signature over printed name:**