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 a letter from Exec. Dir. Rosa Maria M. Clemente, Project Manager, PhilGEPS dated January 16, 2020 re: PhilGEPS Training on February, 2020, content of which is self-explanatory, for information and guidance of all concerned.

All School heads and School Bids and Award (BAC) Committee Members are enjoined to attend the said training.

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

January 23, 2020
January 16, 2020

Ms. Sheryll T. Gayola  
OIC - Schools Division Superintendent  
Department of Education - Division of Marikina City  
682-2472; 994-5874; 646-0544  
deped_marikina.city@yahoo.com; sdo.marikina@deped.gov.ph

Attention: BAC Chairman; School Principals

Dear Madam:

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, s. 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>
</tr>
</thead>
</table>
| NCR, Region 3, 4A & 4B | FEBRUARY 4-5, 2020 | FEBRUARY 6-7, 2020                      | EBLSI Training Center,  
                   | FEBRUARY 11-12, 2020 | FEBRUARY 13-14, 2020                     | 5th flr. Sentro Kapitolyo Building,  
                   | FEBRUARY 18-19, 2020 | FEBRUARY 20-21, 2020                     | #59 West Capitol Drive Corner  
                   | FEBRUARY 27-28, 2020 |                                            | Stella Maris, Kapitolyo Pasig City |

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 us by email at jdesales@e-blackboards.com; or by telefax at (02) 87214724, 79556469

We hope to see you in one of our trainings!

Very truly yours,

Exec. Dir. ROSA MARIA M. CLEMENTE  
Project Manager, PhilGEPS

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Tel. Nos. 563-9365/563-9395  
GEPS Unit 608, Raffles Corporate Center, P. Ortigas Jr. Road, Ortigas Centre, Pasig City  
6405900
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
   4.2.3.1. 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
   5.2. Sub-Organization List
   5.3. Organization Contact List
   5.4. Organization History
   5.5. Accredited Suppliers
   5.6. 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
   7.4.1. Create An Award Notice
   7.5. Upload Associated Document
   7.6 Cancel/Postpone/Fail a Bid Notice
   7.7 Repeat Order
   7.8 View Detail Tracking Report
   7.9 Award Notice List
   7.10 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. Buyer Directory
    10.2. Supplier Directory

Open Forum

Distribution of Certificates
Important Information

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

1. Your Confirmation Code is: NTS NCRBT 02-2020
2. Your Training Coordinator is: JESALIE DESALES
   Contact No: (02) 8-721-4724 / (02) 7-955-6469 / (02) 7-728-6883/ 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: ₱2,400.00/participants (inclusive of training materials, AM and PM snacks, lunch, and certificates)
   3a. Bank # 1 and Branch: Security Bank- Pasig-Shaw Blvd. Branch (No Bank Transaction Charges)
      - Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC.
      - Account Number: 0000-007822-013
      - Deposit to any Security Bank Branch
   3b. Bank # 2 and Branch: East West Bank – Mandaluyong-Wack-Wack Branch (No Bank Transaction Charges)
      - Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC.
      - Account Number: 200019631868
      - Deposit to any East West Bank Branch

We only accept Cheque or Cash Deposit to either Security Bank or East West Bank Account
Official Receipt will be issued in exchange of Original copy of deposit slip
NOTE: We strongly DISCOURAGE bank to bank payment (Advise to Debit Account – ADA) and Cash or Cheque Payment upon REGISTRATION.

5. FAX or email the ff. in order to reserve slots 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 EBLSI Training Secretariat
     - Telefax No. (02) 8-721-4724 / (02) 7-955-6469
     - Please write your name & Confirmation Code before sending fax to EBLSI
     - You can also send it via email, just scan the ff:
       - Fully 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/bus/ferry tickets and hotel accommodation 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 EBLSI Office
   - Telefax No. (02) 8-721-4724 / (02) 7-955-6469
   - Telephone Nos. (02) 7-728-6883
(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

<table>
<thead>
<tr>
<th>TENTATIVE SCHEDULES</th>
<th>TIME</th>
<th>SLOTS AVAILABLE</th>
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<tbody>
<tr>
<td>FEBRUARY 4-5, 2020</td>
<td>08:30 am – 05:00 pm</td>
<td>40 SLOTS</td>
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<tr>
<td>FEBRUARY 6-7, 2020</td>
<td>08:30 am – 05:00 pm</td>
<td>40 SLOTS</td>
</tr>
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<td>08:30 am – 05:00 pm</td>
<td>40 SLOTS</td>
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<td>08:30 am – 05:00 pm</td>
<td>40 SLOTS</td>
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<tr>
<td>FEBRUARY 20-21, 2020</td>
<td>08:30 am – 05:00 pm</td>
<td>40 SLOTS</td>
</tr>
<tr>
<td>FEBRUARY 27-28, 2020</td>
<td>08:30 am – 05:00 pm</td>
<td>40 SLOTS</td>
</tr>
</tbody>
</table>

TRAINING VENUE: EBLSI TRAINING CENTER, 5th flr. Sentro Kapitolyo Building, #59 West Capitol Dr.
Cor. Stella Maris St., Barangay Kapitolyo, Pasig City
Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

ATTENTION: JESALIE DESALES

CONTACT NUMBER: (02) 8-721-4724/ (02) 7-955-6469/ (02) 7-728-6883/ 09366430483

MESSAGE: Please fill-out the form below (READABLE AND CORRECT NAME spelling of participants) and email

          to jdesales@e-blackboards.com or fax to National Training Secretariat at (02) 8-721-4724

CONFIRMATION FORM
(PhilGEPS Training for Government Entities)

(Please take note that Confirmation/Reservation is on First Come First Serve Basis)

<table>
<thead>
<tr>
<th>Government Entity:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Region:</td>
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<tr>
<th>Type of Organization:</th>
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<tbody>
<tr>
<td>□ NGA □ GFI □ GOCC □ SUC □ LGU □ Others</td>
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<tr>
<th>Contact Person:</th>
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<tr>
<td>Tel. No.</td>
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<tr>
<td>Mobile No.</td>
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<tr>
<td>Fax No.</td>
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<table>
<thead>
<tr>
<th>Participants Details:</th>
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<tbody>
<tr>
<td>First Name</td>
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<tr>
<th>Email Address:</th>
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Please reserve me/us on this training schedule:

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<tr>
<th>Date</th>
<th>Time</th>
<th>No. of Slot Reserve</th>
<th>Please specify your FOOD RESTRICTION according to your RELIGION/HEALTH CONDITION.</th>
</tr>
</thead>
</table>

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
**e-Blackboards Learning and Solutions, Inc.**
5th fl. Sentro Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-514-616-000

**STATEMENT OF ACCOUNT-BT**
**PhilGEPSTraining**

**Statement of Account No.:**
**Deposit Slip Bank Reference Code**

**Statement Date:**

Please fill-out the form below and fax to National Training Secretariat at
(02) 8-721-4724 or (02) 7-955-6469

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Agency/Organization:</th>
<th>Billing Address:</th>
<th>Telephone/FaxNo.:</th>
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<tbody>
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<thead>
<tr>
<th>Name of Participant</th>
<th>No. of Attendee/s</th>
<th>Training Schedule</th>
<th>Total Amount</th>
</tr>
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**Deposit payment only to:**

**Account Name:**
**E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
**Account Number:** SECURITY BANK
**0000-007822-013**
**Account Number:** East West Bank
**200019631868**

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<tr>
<th>Note:</th>
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<tbody>
<tr>
<td>3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule.</td>
</tr>
<tr>
<td>4. Please attach your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 8-721-4724/ 7-955-6469; Please submit original copy of deposit slip during registration.</td>
</tr>
<tr>
<td>5. Any cancellation should be made at least 5 days before the training schedule.</td>
</tr>
<tr>
<td>6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.</td>
</tr>
</tbody>
</table>

**PLEASE ATTACH DEPOSIT SLIP HERE.**

For efficient tracking of your payment,
We accept CHEQUE DEPOSIT/ CASH DEPOSIT ONLY to our Bank Account.

We strongly DISCOURAGE bank to bank payment (Advice to Debit Account – ADA) and 
Cash or Cheque Payment upon REGISTRATION.

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Issued by EBLSI: ____________________________
    TESELTE DESALES

Received by Agency/ Date: ____________________________
    ____________________________
    Signature over printed name