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 July 8, 2019 re: PhilGEPS Training on July, 2019 at EBLSI Training Center, 5th Floor, Sentro Kapitolyo Building, #59 West Capitol Drive cor. Stella Maris, Kapitolyo, Pasig City, content of which is self-explanatory, for information and guidance of all concerned.

All School BAC Committee Members are enjoined to attend the said training.

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
   Division In-Charge of Journalism

From : WILFREDO E. CABRAL
       Director III
       Officer-in-Charge, Office of the Regional Director

Subject : Invitation for PhilGEPS Training

Date : July 8, 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 the PhilGEPS Training for Phase 1 relative to PhilGEPS System Modernization Project. The two-day training will be conducted at EBLSI Training Center, 5th Floor, Sentro Kapitolyo Building, #59 West Capitol Drive cor. Stella maris, Kapitolyo, Pasig City on the following tentative schedules with only 40 available slots per batch on a "first-come-first-serve" basis.

July 11 – 12, 2019      July 18 – 19, 2019      July 30 – 31, 2019
July 17 – 17, 2019      July 23 – 24, 2019

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 jdesales@e-blackboards.com or by telefax at (02)721-4724, (02) 728-6883.
Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

July 3, 2019

Or. 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 School 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>TENTATIVE SCHEDULES</th>
<th>TENTATIVE VENUE</th>
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<tbody>
<tr>
<td>NCR, Region 3, 4A &amp; 4B</td>
<td>JULY 12-12, 2019</td>
<td>EBLSI Training Center,</td>
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<td></td>
<td>JULY 16-17, 2019; JULY 18-19, 2019</td>
<td>5th Flr. Sentro Kapitolyo Building,</td>
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<td></td>
<td>JULY 23-24, 2019; JULY 25-26, 2019</td>
<td>#59 West Capitol Drive Corner</td>
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<td></td>
<td>JULY 30-31, 2019</td>
<td>Stella Maris, Kapitolyo Pasig City.</td>
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Please accomplish the attached confirmation form which require a list of your corresponding dates of the training. Trainings are to be held for two (2) days, 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 sales@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

* Cristobal St., 1007 Pecol Mandalit  
  GEPS Unit 808, Ortigas Corporate Center, P. Ortigas Jr. Road, Ortigas Center, Pasig City
  Tel. Nos. 863-0368/343-4305  
  8405000

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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 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
  7.5 Create an Award Notice
  7.6 Cancel/Postpone/Fail a Bid Notice
  7.7 Repeal 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
  10.1.1 Buyer Directory
  10.1.2 Supplier Directory
Open Forum
Distribution of Certificates
CONFIRMATION FORM
(Philippine Training for Government Entities)

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

<table>
<thead>
<tr>
<th>Government Entity:</th>
<th>Region:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Type of Organization:</td>
<td></td>
</tr>
<tr>
<td>□ NGA □ GSI □ GOCC □ SUC □ LGU □ Others</td>
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<tr>
<td>Contact Person:</td>
<td>Tel. No.</td>
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Participants Details:

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<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Tel. No</th>
<th>Mobile No</th>
<th>Position</th>
</tr>
</thead>
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Email Address:  
Food Restriction:

Please reserve me/us on this training schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>No. of Slot Reserve</th>
<th>Date SOA &amp; DP Faxed to Training Secretary</th>
</tr>
</thead>
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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, Bencro Kapitolyo Building #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City
Tel. No. (02) 7214724/6618350 Val Reg. TIN: 009-044-646-000

STATEMENT OF ACCOUNT-BT
PhLGEPTSTraining

Statement of Account No.: Deposit Slip Bank Reference Code Date Due: 5 days before training schedule
Statement Date: 

Please fill out the form below and fax to National Training Secretariat at (02) 7214724 or (02) 6618350

| Contact Person: |  |
| Agency/Organization: |  |
| Billing Address: |  |
| Telephone/Fax No. |  |
| Email/Address |  |

<table>
<thead>
<tr>
<th>Name of Participants</th>
<th>No. of Attendee/s</th>
<th>Training Schedule</th>
<th>Total Amount</th>
</tr>
</thead>
</table>

Deposit payment only to:

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

Note:
3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule.
4. Please attach your deposit slip and a copy of this statement to EBLST Telefax No. (02) 7214724/6618350/9556460; Please submit original copy of deposit slip during registration.
5. Any cancellation should be made at least 5 days before the training schedule.
6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P5,300 (including VAT) payable to participant to cover costs.

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 on CHEQUE Payment upon REGISTRATION.

For any inconvenience, you may call our National Training Secretariat at (02) 661-8256, 661-8245; Telefax Nos. (02) 7214724 (02) 6618350. Thank you.

Issued by EBLST:
JESALIE DE SALES

Received by Agency/Date: 
Signature over printed name: