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 September 11, 2019 re: PhilGEPS Training on October, 2019, 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.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
September 11, 2019

DR. JOEL T. TORRECAMPO
Officer-in-Charge
Department of Education - Division of Marikina City
682-2472; 994-5874; 646-0544
deped_marikinacity@yahoo.com

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 further enhance service delivery towards full implementation of electronic procurement in our country.

It is for this reason that we are extending this invitation to you, [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 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>
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<tbody>
<tr>
<td>NCR, Region 3, 4A &amp; 4B</td>
<td>OCTOBER 1-2, 2019</td>
<td>OCTOBER 3-4, 2019</td>
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<td>OCTOBER 8-9, 2019</td>
<td>OCTOBER 10-11, 2019</td>
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<td>OCTOBER 15-16, 2019</td>
<td>OCTOBER 17-18, 2019</td>
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<td>OCTOBER 22-23, 2019</td>
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<td>OCTOBER 28-29, 2019</td>
<td>OCTOBER 30-31, 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 jdesales@e-blackboards.com or by telefax at (02) 721-4724, 728-6883 or you may contact e-BlackBoards Learning and Solutions Inc. at (02) 728-6883, 9556469 or 7214724.

We hope to see you in one of our trainings!

Very truly yours,

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

- Cristobel St., 1007 Paco Manila
- GEPS Unit 608, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

Tel. Nos. 563-9356/563-9395 6406900
PhilGEPS Buyers Training
Program of Activities

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
  5.2. 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
  7.3.1. Create A Bid Notice - 2nd Stage Bidding
  7.4. 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
10.0 Directory
  10.1. Buyer Directory
  10.2. Supplier Directory

Open Forum
Distribution of Certificates
CONFIRMATION FORM
(PhilGEPS Training for Government Entities)

(Please 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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<td>Type of Organization:</td>
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<td>NGA</td>
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<td>GFI</td>
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<td>SUC</td>
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<td>LGU</td>
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<td></td>
<td>Others</td>
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<tr>
<td>Contact Person:</td>
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<td>Tel. No.</td>
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<tr>
<td>Mobile No.</td>
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<td>Fax No.</td>
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| Participants Details:       |          |
| First Name                  |          |
| Middle Initial              |          |
| Last Name                   |          |
| Tel. No                     |          |
| Mobile No                   |          |
| Position                    |          |

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 Secretariat</th>
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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.**

Unit 302, 3/F Emerald Place Bldg., 604 Shaw Boulevard, Brgy. Kapiolani, Pasig City
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-514-616-000

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

<table>
<thead>
<tr>
<th>Statement of Account No.:</th>
<th>Deposit Slip Bank Reference Code</th>
<th>Date Due:</th>
<th>5 days before training schedule</th>
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</thead>
<tbody>
<tr>
<td>Statement Date:</td>
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</tbody>
</table>

Please fill-out the form below and fax to National Training Secretariat at (02) 7214724 or (02) 9556469

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Agency/Organization:</th>
<th>Billing Address:</th>
<th>Telephone/Fax No.</th>
<th>Email Address</th>
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</table>

<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:

<table>
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<tr>
<th>Account Name:</th>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-BLACKBOARDS LEARNING AND SOLUTIONS INC.</td>
<td>3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule.</td>
</tr>
<tr>
<td>Account Number: SECURITY BANK 0000-007822-013</td>
<td>4. Please attach your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7214724/9556469; Please Submit original copy of deposit slip during registration.</td>
</tr>
<tr>
<td>Account Number: East West Bank 200019631868</td>
<td>5. Any cancellation should be made at least 5 days before the training schedule.</td>
</tr>
<tr>
<td></td>
<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.

For any inconvenience, You may call our National Training Secretariat at (02) 861-5280; 861-5245; Telefax Nos. (02) 7214724/ (02) 6618850. Thank you.

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**Issued by EBLSI:**

JESALIE DESALES

**Received by Agency/ Date:**

Signature over printed name