



Republic of the Philippines
 Department of Budget and Management
 PROCUREMENT SERVICE
 PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

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 NOV 18 2019

DepEd DIVISION OFFICE
 BAGUIO CITY
 NOV 19 2019
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Dr. May B. Eclar, PhD. CESO V
 Regional Director
 Department of Education-Regional Office CAR
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 Email: car@deped.gov.ph

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Attention: **Schools and District Offices under Division Offices**
 Greetings!

We are pleased to inform you that the PhilGEPS has been benchmarked and studied by neighbouring countries who envision having their own central e-procurement system. As well, PhilGEPS officials have been invited to present the PhilGEPS program and experience in various forums, symposia and other gatherings of world-renowned e-Procurement organizations and practitioners such as those in the United States, South Korea and Singapore. In all these international gatherings, the efforts of the Philippine government in pushing for reforms in government procurement were recognized and commended. Multi-lateral development partners like the World Bank (WB) and the Asian Development Bank (ADB) acknowledge the fact that the PhilGEPS is a viable instrument in the government's efforts at improving efficiency in the procurement function and has accepted the PhilGEPS for application on ADB and WB-funded procurement projects.

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.

Region	Tentative Dates	Venue
CAR/R1	November 21-22, 2019 November 28-29, 2019 December 5-6, 2019 December 12-13, 2019	AM ZONE INTERNET CAFE. Address: 2nd flr. Clear Sky Bldg. Lot 1B Ortigas Ave. Extension, Rosario Pasig City. Landmarks: Beside Luckygold (LG) Plaza, Robinsons Supermarket and across One Oasis Ortigas or One Oasis Hub.

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 atc3@e-blackboards.com or by telefax at (02) 721-4724, or you may contact **e-Blackboards Learning and Solutions** at (02) 861-5280 or 8615245/ 09173357169.

We hope to see you in one of our trainings!

Thank and regards.

Very truly yours,

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

Cristobal St., 1007 Paco Manila

Tel. Nos. 563-9365/563-9395

GEPS Unit 608, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

6406900



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Wangal, La Trinidad, Benguet



ADVISORY

November 15, 2019

TO: **SCHOOLS DIVISION SUPERINTENDENTS
 ALL DIVISIONS
 ALL CONCERNED**

For information and guidance.

MAY B. ECLAR, Ph.D., CESO V
 Regional Director

//ORD/mbe/eap



Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE



**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
 - 4.2.3.1. 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
 - 7.3. 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
- 10.1 Directory
 - 10.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum

Distribution of Certificate



ATTENTION

Important Information:

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

1. **FIRST STEP:** Please fill-up the confirmation form and send through FAX or email to EBBSI for your reservation.
2. **FOR FOLLOW-UP:** fill-up and sign the statement of account together with deposit slip (SOA W/ PAYMENT) and send through FAX or email to EBLSI.
3. **CONTACT DETAILS:** Your Confirmation Code is: **NTS CARBT 2019**
 - A. Your Training Coordinator is: **Ronald A. Bucayan**
 - Contact No: **09273357169**
 - Email: **atc3@e-blackboards.com**
 - B. **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Telefax No. (02) 8-721-4724 / (02) 7-955-6469
 - Tel. Nos. (02) 8-400-1743
4. **PAYMENT DETAILS:** Deposit payment in any of these BANK:
 - Bank: **Security Bank Pasig, Shaw Blvd. Branch**
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **0000-007822-013**
 - Deposit to ANY SECURITY BANK
 - Bank: **East West Bank – Wack-Wack Branch**
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **200019631868**
 - Deposit to ANY EAST WEST BANK
 - We only accept either Cheque or Cash Deposit only to our Security Bank and EASTWEST Bank Account
 - No CASH Payment upon Registration.
 - **Official Receipt will be issued upon training day in exchange of Original copy of deposit slip**
 - **Please SUBMIT ORIGINAL COPY of Deposit Slip upon registration**
 - **Please take note that slots will be given on a FIRST COME, FIRST SERVE BASIS**
5. A map of the training location will be faxed to your office 3-4 days before the training.
6. **For any inquiries, you may call EBLSI Office**
 - Telefax No. (02) 8-721-4724/ (02) 7-955-6469
 - Telephone Nos. (02) 8-400-1743
7. You may also visit the PhilGEPS website at www.philgeps.gov.ph
8. **SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.**

Region	Tentative Dates	Venue
R1/CA R	November 21-22, 2019 November 28-29, 2019 December 5-6, 2019 December 12-13, 2019	AM ZONE INTERNET CAFE. Address: 2nd flr. Clear Sky Bldg. Lot 1B Ortigas Ave. Extension, Rosario Pasig City. Landmarks: Beside Luckygold (LG) Plaza, Robinsons Supermarket and across One Oasis Ortigas or One Oasis Hub

9. After accomplishing your reservation and payment, please wait for further updates regarding the finalization of your scheduled training before booking a flight. Thank you.



e-Blackboards Learning and Solutions Inc.
 Unit 302, 3/F Emerald Place Bld., 604 Shaw Blvd., Brgy. Kapitolyo, Pasig City
 Tel. No. (02) 721-4724; (02) 661-8850 * VAT Reg. TIN: 009-514-616-000

VAT Reg. TIN: 009-514-616-000

**STATEMENT OF ACCOUNT
 PhilGEPS Training**

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

Please fill-up the form below send through fax to National Training Secretariat at (02) 8-721-4724 or (02) 7-955-6469 or email at atc3@e-blackboards.com

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

Name of Participants	Training Fee of P2,400 IS INCLUSIVE OF VAT	No. of Attendee/s	Training Schedule	Total Amount

Deposit payment only to: Account Name: E-Blackboards Learning and Solutions Inc. Account Number: Security Bank 0000-007822-013 Account Name: E-Blackboards Learning and Solutions Inc. Account Number: EAST WEST BANK 200019631868 Bank: ANY Security Bank and EAST WEST BANK Branch	Note: 1. To ensure proper credit, please deposit your payment at least <u>5</u> days before your training schedule. 2. Please attached your deposit slip and fax a copy of this statement to EBBSI Telefax No. (02) 8-721-4724/ 7-955-6469; Please Submit original copy of deposit slip during registration. 3. Any cancellation should be made at least 5 WORKING DAYS before the training schedule. 4. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.
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PLEASE ATTACH DEPOSIT SLIP HERE.

For Efficient tracking of your payment,
 We accept **CHEQUE or CASH DEPOSIT ONLY** to our Bank Accounts.
 We strongly **DISCOURAGE** Payment of **CASH or CHEQUE** upon **REGISRATION**.

Issued by EBLSI:

Received by Agency/ Date:

Ronald A. Bucayan

Signature over printed name