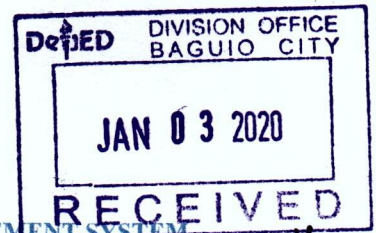




Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM



Mr. Federico P. Martin EdD. CESO VI  
School Division Superintendent  
Department of Education-Division Office of Baguio City  
Tel/Fax no: (074) 442-7819/ 446-0275/ 446-1488  
Email: depedbaguio@gmail.com; federico.martin@deped.gov.ph

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 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	January 9-10, 2020 January 16-17, 2020 January 23-24, 2020 January 30-31, 2020	AM ZONE INTERNET CAFE. Address: 2nd flr. Clear Sky Bldg. Lot 18 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](mailto:atc3@e-blackboards.com) or by telefax at (02) 8-721-4724, or you may contact **e-BlackBoards Learning and Solutions** at (02) 7-955-6469 or (02) 8-400-1743/ 09273357169.

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

Tel. Nos. 563-9365/563-9395  
6406900

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent



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 2020**
  - A. Your Training Coordinator is: **Ronald A. Bucayan**
    - Contact No: **09273357169**
    - Email: [atc3@e-blackboards.com](mailto: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](http://www.philgeps.gov.ph)
8. **SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.**

Region	Tentative Dates	Venue
R1/CAR	January 8-9, 2020 January 15-16, 2020 January 22-23, 2020 January 29-30, 2020	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.





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**ATTENTION:** Ronald A. Bucayan

**DATE:** \_\_\_\_\_

**FAX:** (02) 8-721-4724 / 7-955-6469 / 8-400-1743

**MESSAGE:** Please fill-up the form below written or typewritten and fax to National Training Secretariat at (02) 721-4724/ (02) 661-8850 or email to: [atc3@e-blackboards.com](mailto:atc3@e-blackboards.com)

**CONFIRMATION FORM**  
**(PhilGEPS Training for Government Entities)**

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

Government Entity:				
Address:			Region:	
Type of Organization: <input type="checkbox"/> NGA <input type="checkbox"/> LGU <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> GFI <input type="checkbox"/> Others				
Contact Person:				
<b>Name of Participant/s (Please make sure the spelling is correct, written or typewritten and readable)</b>			Mobile No.	Position/s
First Name	Middle Initial	Last Name		
Telephone No. Cell phone No.		Fax No.		Email Address

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve	(Follow up) Mode of Payment
			Cash or Cheque Deposit

Note:

- Any rescheduling/cancellation of slot/s should be made **at least 5 working days** before the training schedule.
- There is a LATE-CANCELLATION/RESCHEDULING and NON-ATTENDANCE CHARGE of P1, 200 (inclusive of VAT) per participant to cover costs.

**IMPORTANT: PLEASE SPECIFY YOUR FOOD RESTRICTION ACCORDING TO YOUR RELIGION OR HEALTH CONDITION.**

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Requested by:

\_\_\_\_\_  
 Signature over printed name





**e-Blackboards Learning and Solutions Inc.**  
 Unit 302, 3/F Emerald Place Bldg., 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](mailto: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: <b><u>E-Blackboards Learning and Solutions Inc.</u></b> Account Number: <b><u>Security Bank</u></b> <b><u>0000-007822-013</u></b>  Account Name: <b><u>E-Blackboards Learning and Solutions Inc.</u></b> Account Number: <b><u>EAST WEST BANK</u></b> <b><u>200019631868</u></b> Bank: <b><u>ANY Security Bank and EAST WEST BANK Branch</u></b>	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 <u>statement</u> to EBBSI Telefax No. (02) 8-721-4724/ 7-955-6469; <u>Please Submit original copy of deposit slip during registration.</u> 3. Any cancellation should be made <b>at least 5 WORKING DAYS</b> before the training schedule. 4. <b>Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.</b>
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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**