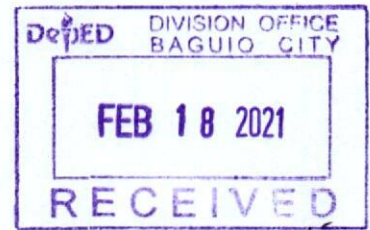


February 16, 2021



e-Blackboards  
Learning and Solutions, Inc.

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: depedbaguioicity@gmail.com; federico.martin@deped.gov.ph



**Attention: Schools and District Offices under Division Offices**  
Dear Sir/Ma'am;

Section 8.3.1 of the 2016 Revised Implementing Rules and Regulations of RA 9184 specifically states that "All procuring entities are mandated to fully use the PHILGEPS in accordance to the policies, rules, regulations and procedures adopted by the GPPB and embodied in the IRR. The conduct of regular PHILGEPS Training classes all over the country is currently affected by the spread of the CoVid 19, so much so that for a time, this important activity had been halted as the country needed to respond to this pandemic and ensure the security and safety of our countrymen. You are aware as well, that until a vaccine to combat this health challenge is rolled-out, training on the use of the PHILGEPS on an in-person or face-to-face basis will be an utmost impossibility.

**E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBSLI)** has the *tried and tested solutions* for online training on the use of PHILGEPS! **EBSLI**, as a private entity, has been undertaking the centralized campaign on the conduct of trainings nationwide having worked with the **Procurement Service-PHILGEPS** since 2010 as their sole training partner. We have been successfully conducting full online PHILGEPS training classes since July 2020, in an effort to respond to the incessant demand for information and knowledge on the use of the PHILGEPS. This course is facilitated virtually, anchored by Certified PHILGEPS Trainers from different procurement entities nationwide, using platforms such as Zoom and Google Meet that mirror the usual 2-days sessions we used to deliver on an in-person basis, and complemented by the PHILGEPS Learning Management System for tutorial guidance on system use.

We are thus, writing to invite your agency to be seek the assistance and support inviting all **Division and all the schools within its Jurisdiction** to attend the **PhilGEPS Training for Phase 1**. Since classes will be purely virtual, participants from a confirmed class can consists of procurement officers from different regions, which will open opportunities for information exchange and sharing of experiences.

Below are the schedules for the month, which will be on a first confirmed-first served basis:

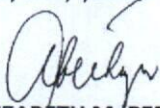
Month	Tentative Dates
MARCH	March 1-2, 2021   March 3-4, 2021   March 8-9, 2021 March 10-11, 2021   March 12-13, 2021   March 15-16, 2021 March 17-18, 2021   March 19-20, 2021   March 22-23, 2021 March 24-25, 2021   March 26-27, 2021   March 29-30, 2021

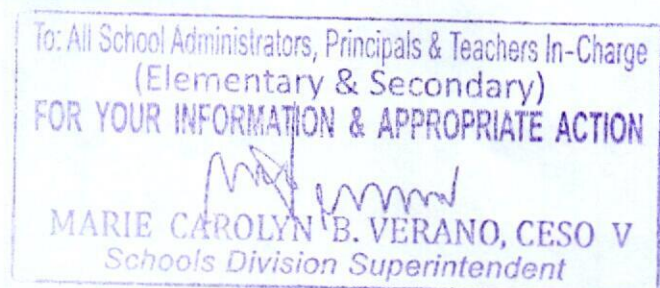
Trainings are to be held for two (2) days. Kindly accomplish the attached confirmation form which require a list of your participants. Training Fee is **Php 2,000.00** per participant (inclusive of VAT). Please make check payment for the account of **E-Blackboards Learning and Solutions Inc.**, the only authorized PHILGEPS training provider.

For inquiries and/or clarification, please contact us by email at [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com) or by telefax at (02) 7728-6883 or you may get in touch via mobile phone numbers 09362878373.

We hope to see you soon in one of our trainings!

Very truly yours,

  
**ELIZABETH M. PEREZ**  
President







# e-Blackboards Learning and Solutions inc.

5<sup>th</sup> Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

## ATTENTION:

### IMPORTANT INFORMATION: (Please Read Carefully)

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

1. Your Confirmation Code is: **NTS CARBT 2020**
2. Your Training Coordinator is: **Mr. Christopher Sentin**  
Contact No: 09362878373; Telefax: (02) 7728-6883  
Email: [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com)
3. Please fill-out and sign the following forms and fax/email to EBSI for your RESERVATION:
  - Confirmation Form
  - Statement of Account (SOA)
4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts:  
Registration Fee: **P2,000.00/participants** (inclusive of VAT, official receipt and certificates)
  - 4a. 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
  - 4b. 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 AND CERTIFICATES (hard copy) will be sent thru Courier.**

**NOTE: We strongly DISCOURAGE bank to bank payment (Advice to Debit Account – ADA)**

5. FAX or EMAIL the following in order to reserve slots for the training:
  - Duly filled out Confirmation form
  - Signed Statement of Account and attach your deposit slip (at least 5 working days before your training schedule)
  - Email: [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com)
  - Telefax: (02) 7728-6883

### PLEASE TAKE NOTE THAT SLOTS WILL BE GIVEN ON A FIRST COME-FIRST SERVE BASIS

6. After accomplishing your reservation and payment, you need to prepare the following: **Mobile phone, PC with webcam or Laptop with Internet Connection and Earphones or Headset** for our Online Training and wait for further updates to confirm your scheduled training.
7. Participant/s must have BASIC COMPUTER knowledge.
8. ONLINE INFORMATIONS will be sent via email 3-4 days before your training schedule.

**\*Schedule may be changed depending on the number of participants confirmed\***

**TIME: 8:30AM – 5:00 PM**

### TENTATIVE SCHEDULES for the month of MARCH 2021

<input type="checkbox"/> MARCH 1-2, 2021	<input type="checkbox"/> MARCH 15-16, 2021	<input type="checkbox"/> MARCH 26-27, 2021
<input type="checkbox"/> MARCH 3-4, 2021	<input type="checkbox"/> MARCH 17-18, 2021	<input type="checkbox"/> MARCH 29-30, 2021
<input type="checkbox"/> MARCH 8-9, 2021	<input type="checkbox"/> MARCH 19-20, 2021	<input type="checkbox"/> **nothing as follows**
<input type="checkbox"/> MARCH 10-11, 2021	<input type="checkbox"/> MARCH 22-23, 2021	<input type="checkbox"/> **nothing as follows**
<input type="checkbox"/> MARCH 12-13, 2021	<input type="checkbox"/> MARCH 24-25, 2021	<input type="checkbox"/> **nothing as follows**

Telefax: (02) 7728-6883

e-Mail: [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com)







## 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. 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 Certificates

Activity	March 12, 2023	March 13, 2023	March 14, 2023	March 15, 2023
9.1. Open Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2. Former Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3. Award Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1. Buyer Directory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2. Supplier Directory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Forum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution of Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>







# e-Blackboards Learning and Solutions inc.

5<sup>th</sup> Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

## STATEMENT OF ACCOUNT-BT PhilGEPS Training

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) 7-728-6883**

Contact Person:			
Agency/Organization:			
Billing Address:			
Telephone/Fax No.			
Email Address			
Name of Participants	No. of Attendee/s	Training Schedule	Total Amount

Deposit payment only to: <b>Account Name:</b> <b>E-BLACKBOARDS LEARNING AND SOLUTIONS INC.</b> Account Number: SECURITY BANK <b>0000-007822-013</b> Account Number: East West Bank <b>200019631868</b>	Note: 3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7728-6883; 5. Any cancellation should be made <u>at least 5 days before the training schedule.</u> 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE <u>of P1,000 (inclusive of VAT) per participant to cover costs.</u>
--	--

**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.**

Issued by EBLSI:  
  


---

**CHRISTOPHER SENTIN**

Received by Agency/Date:  
 \_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME**

Telefax: (02) 7728-6883  
 e-Mail: [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com)







# e-Blackboards Learning and Solutions inc.

5<sup>th</sup> Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

**CONFIRMATION CODE: NTS CARBT 2021**

**ATTENTION:** Christopher Sentin

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

**CONTACT NUMBER:** (02) 7-728-6883/ 09362878373

**MESSAGE:** Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com) or fax to National Training Secretariat at (02) 7728-6883

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

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

<b>Government Entity:</b>					
<b>Address:</b>				<b>Region:</b>	
<b>Type of Organization</b> : <input type="checkbox"/> NGA <input type="checkbox"/> GFI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others					
<b>Contact Person:</b>			<b>Tel. No.</b>	<b>Mobile No.</b>	<b>Fax No.</b>
<b>Participants Details:</b>					
<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>	<b>Tel. No</b>	<b>Mobile No</b>	<b>Position</b>
<b>Email Address:</b>					

Please reserve me/us on this training schedule:

<b>Date</b>	<b>Time</b>	<b>No. of Slot Reserve</b>
	<b>8:30 AM – 5:00 PM</b>	

**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 P1,000 (inclusive of VAT) per participant to cover costs.**

Requested by:

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

Telefax: (02) 7728-6883

e-Mail: [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com)

