



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City



Tel. No. (045) 322-5722; 322-4702/Fax Nos. (045) 887-6099
email address: angeles.city@deped.gov.ph

RELEASED

DIVISION ADVISORY

No. 248, s. 2018

SEP 20 2018

To: Heads of Public Elementary and Secondary Schools
Bids and Awards Committee (BAC) Chairman

From: Schools Division Superintendent

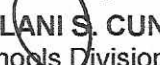
Subject: Philippine Government Electronic Procurement System (PhilGEPS)
Training Phase 1

Date: September 20, 2018

By _____
DepED Angeles City
Division of City Schools

This is to inform that the Department of Budget and Management Procurement Service will conduct PhilGEPS Training for Phase 1 and other trainings for new system development in October 2018.

Attached is a letter from Executive Director Rosa Maria M. Clemente, Project Manager, PhilGEPS, for reference and information.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent



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

September 19, 2018

Ms. Leilani F. Cunanan, CESO VI
Schools Division Superintendent
Department of Education - Division of Angeles City
(045) 3225722/ 3224702/322-4106/ (045)887-6099
angeles.city@deped.gov.ph

Attention: BAC Chairman; School Principals

Dear Madam:

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 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.

| REGIONS | TENTATIVE SCHEDULES | VENUE |
|------------------------|--|--|
| NCR, Region 3, 4A & 4B | OCTOBER 2-3, 2018; OCTOBER 4-5, 2018 OCTOBER 9-10, 2018; OCTOBER 11-12, 2018 OCTOBER 16-17, 2018; OCTOBER 18-19, 2018 OCTOBER 23-24, 2018; OCTOBER 25-26, 2018 OCTOBER 29-30, 2018 | EBLSI Training Center, Chipeco Bldg. Meralco Ave. Corner Shaw Blvd. Pasig City |

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 idsales@e-blackboards.com or by telefax at (02) 721-4724, 661-8850 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 Paco Manila
- GEPS Unit 608, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

Tel. Nos. 853-9365/563-9395
6406900



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

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 Certificates



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ATTENTION:

Important Information

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

1. Your Confirmation Code is : NTS NCRBT 10-2018
2. Your Training Coordinator is: Jesalle Desales
Contact No: (02) 721-4724 / 661-8850 / 9556469 / 09366430483
3. Please fill-up and sign the ff. forms
 - Confirmation Form
 - Statement of Account (SOA)
4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts:
Registration Fee: P2,400.00/participants (inclusive of training materials, AM and PM snacks, lunch, and certificates)
 - 3a. 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
 - 3b. 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 will be issued in exchange of Original copy of deposit slip.

NOTE: We strongly DISCOURAGE bank to bank payment (Advice to Debit Account + ADA) and Cash or Cheque Payment upon REGISTRATION.

5. FAX or email the ff. in order to reserve slots for the training:
 - Signed confirmation sheet (at least 5 days before the training schedule)
 - Signed Statement of Account (SOA)
 - Security Bank or East West Bank deposit slip to EBSI Training Secretariat
 - Telefax No. (02) 7214724/ (02) 6618850/ (02) 9556469
 - Please write your name & Confirmation Code before sending fax to EBSI
 - You can also send it via email, just scan the ff:
 - Duly filled up Confirmation Form (at least 5 days before the training schedule)
 - Signed Statement of Account
 - Email to: jdesales@e-blackboards.com
 - Please **SUBMIT original copy of Deposit Slip upon registration**
 - **Slots will be given on a first come, first serve basis**

Note: *Schedule and venue may be changed depending on the number of participants confirmed. It will be confirmed 5-7 days before the training.

*Please do not buy plane/bus/ferry tickets unless your reservation and schedule are confirmed to avoid unnecessary expenses.

6. A map of the training location will be faxed to your office 3-4 days before the training.
7. For any inquiries, you may call EBSI Office
 - Telefax No. (02) 7214724/ (02) 661-8850/ (02) 9556469
 - Telephone Nos. (02) 861-5280; (02) 861-5245

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

*Schedule and venue location may be changed depending on the number of participants confirmed

| | TENTATIVE SCHEDULES | TIME | SLOTS AVAILABLE |
|--------------------------|--------------------------------------|---------------------|--------------------|
| <input type="checkbox"/> | OCTOBER 2-3, 2018; OCTOBER 4-5, 2018 | 08:30 am – 05:00 pm | 50 slots: 50 slots |
| <input type="checkbox"/> | OCTOBER 9-10, 2018 | 08:30 am – 05:00 pm | 50 slots |
| <input type="checkbox"/> | OCTOBER 11-12, 2018 | 08:30 am – 05:00 pm | 50 slots |
| <input type="checkbox"/> | OCTOBER 16-17, 2018 | 08:30 am – 05:00 pm | 50 slots |
| <input type="checkbox"/> | OCTOBER 18-19, 2018 | 08:30 am – 05:00 pm | 50 slots |
| <input type="checkbox"/> | OCTOBER 23-24, 2018 | 08:30 am – 05:00 pm | 50 slots |
| <input type="checkbox"/> | OCTOBER 25-26, 2018 | 08:30 am – 05:00 pm | 50 slots |
| <input type="checkbox"/> | OCTOBER 29-30, 2018 | 08:30 am – 05:00 pm | 50 slots |

Training Venue: **EBSI TRAINING CENTER, 2nd flr. Chipco Bldg. Meralco Ave. Corner Shaw Blvd.
Brgy. San Antonio, Pasig City**

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CONFIRMATION CODE #: NTS NCRBT 10-2018



e-Blackboards Learning and Solutions, Inc.

Unit 302, 3/F Emerald Place Bldg., 604 Shaw Boulevard, Brgy. Hapitolyn, Pasig City
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-924-816-000

STATEMENT OF ACCOUNT-BT PhilGEP 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) 7214724 or (02) 6618850

| | |
|----------------------|--|
| 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:

Account Name:

**E-BLACKBOARDS LEARNING
AND SOLUTIONS INC.**

Account Number: SECURITY BANK

0000-007822-013

Account Number: East West Bank

200019631868

Note:

- To ensure proper credit, please deposit your payment at least 5 days before your training schedule.
- Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7214724/ 6618850/ 9556469; Please Submit original copy of deposit slip during registration.
- Any cancellation should be made at least 5 days before the training schedule.
- Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per 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 Deposit 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.

Issued by EBLSI:

JESALIE DESALES

Received by Agency/ Date:

Signature over printed name

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CONFIRMATION CODE #: NTS NCRBT 10-2018



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

ATTENTION: JESALIE DESALES

DATE: _____

FAX: (02) 7214724 / 6618850 / 9556469

MESSAGE: Please fill-out the form below (readable and correct name spelling of participants) and fax to National Training Secretariat at (02) 7214724 / (02) 6618850 / (02) 9556469

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"/> GFI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others | | | | | |
| Contact Person: | | Tel. No. | | Mobile No. | Fax No. |
| 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:

| Date | Time | No. of Slot Reserve | Date SOA & DP Faxed to Training Secretariat |
|------|------|---------------------|---|
| | | | |
| | | | |

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.

Requested by:

Signature over printed name