ATTENDANCE TO THE PHILGEPS BUYERS’ TRAINING

To: Basilio P. Mana-ay, Jr.
    ASDS, BAC Chairperson

1. Attached is a letter-invitation from Ms. Elizabeth M. Perez, President, E-Blackboards Learning and Solutions, the sole training partner of Procurement Service-PhilGEPS regarding the conduct of PhilGEPS Training Phase 1: PhilGEPS Buyers’ Training on December 1-2, 2020. The training will be conducted using virtual modality.

2. In connection with the above, the division office participants to the training shall be the following:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basilio P. Mana-ay, Jr.,EdD</td>
<td>ASDS, BAC Chairperson</td>
</tr>
<tr>
<td>2. Peter-Jason C. Senarillos</td>
<td>SEPS, BAC Secretariat</td>
</tr>
<tr>
<td>3. Eleser D. Mateo</td>
<td>EPS II, BAC Secretariat</td>
</tr>
<tr>
<td>4. Myleen C. Robiños</td>
<td>PDO II, BAC Secretariat</td>
</tr>
</tbody>
</table>

3. A training fee of PhP 2,000.00 per participant shall be paid to E-Blackboards Learning and Solutions through the bank account provided in their letter-invitation.

4. Training fee shall be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.

5. For your guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent

Encls: Letter Invitation

References:
To be indicated in the Perpetual Index under the following subjects:
PROCUREMENT PhilGEPS TRAINING

PJSENA: 11 November 2020

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigocity.org digos.city@deped.gov.ph
Attention: Schools and District Offices under Division Offices
Dear Sir/Ma’am;

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 discovered, 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. (EBLSI) has the tried and tested solutions for online training on the use of PHILGEPS! EBLSI, as a private entity, is tasked to undertake 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 successfully launched the conduct of a full online PHILGEPS training in July, using available online platforms that mirror the usual 2-days sessions we used to deliver. This was accomplished through the use of the PHILGEPS training site where hands-on training can be facilitated virtually, as well as the PHILGEPS Learning Management System (LMS), and complemented by Zoom and Google Meet, and anchored by Certified PHILGEPS Trainers from different procurement entities nationwide.

We are thus, writing to invite your agency to 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:

<table>
<thead>
<tr>
<th>Month</th>
<th>Tentative Dates</th>
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<tbody>
<tr>
<td></td>
<td>December 1-2, 2020</td>
</tr>
<tr>
<td></td>
<td>December 9-10, 2020</td>
</tr>
<tr>
<td></td>
<td>December 16-17, 2020</td>
</tr>
</tbody>
</table>

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 or by telefax at (02) 7-728-6883 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

S/F, Sentro Kapitolyo Building
West Capitol Drive, Brgy. Kapitolyo, Pasig City, Metro Manila, Philippines, 1603
Tel. #: (02) 7-728-6883/ www.e-blackboards.com
Efficient, Effective and Responsive Learning Solutions
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
7.4. Create A Bid Notice - 2nd Stage Bidding
7.5. Create An Award Notice
7.5. Upload Associated Document
7.6 Cancel/Postpone/Fail a Bid Notice
7.7 Repeat Award
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

ATTENTION:

Telefax: (02) 7728-6883
e-Mail: csentln@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: ___________________________ Region: ___________________________

Type of Organization:
☐ NGA ☐ FYI ☐ GOCC ☐ SUC ☐ LGU ☐ Others

Contact Person: ___________________________ Tel. No. ___________________________
Mobile No. ___________________________ Fax No. ___________________________

Participants Details:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Tel. No</th>
<th>Mobile No</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Email Address: ___________________________

Please reserve me/us on this training schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>No. of Slot Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 AM - 5:00 PM</td>
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</tr>
</tbody>
</table>

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

STATEMENT OF ACCOUNT-BT
PhilGEPS Training

Statement of Account No.: ___________________________ Deposit Slip Bank Reference ___________________________ Date Due: ___________________________

Telefax: (02) 7728-6883
e-Mail: c.sentin@e-blackboards.com
Please fill-out the form below and fax to National Training Secretariat at
(02) 7-728-6883

<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:

**E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
Account Number: SECURITY BANK
0000-007822-013
Account Number: East West Bank
200019631868

3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule.
4. Please attach your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7728-6883; Please Submit original copy of deposit slip during registration.
5. Any cancellation should be made at least 5 days before the training schedule.
6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,000 (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 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