



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



August 10, 2020

DIVISION MEMORANDUM
NO. **375**, S. 2020

ATTENDANCE TO REGULAR PHILGEPS TRAINING FOR PHASE 1


To: IDA I. JUEZAN, EdD
Public Schools District Supervisor
BAC Secretariat Head

ROTSEN N. GAYUD
Administrative Aide VI
BAC Secretariat Member

JULIE ANN N. POSADAS
Project Development Officer 1
BAC Secretariat Member

1. You are hereby directed to attend the Regular PhilGEPS Training for Phase 1 on August 26-27, 2020 which will be held virtually.
2. The new system training aims revisit and familiarize procurement officers again with the use of the use of PhilGEPS and keep pace with the systems upgrade.
3. A training fee of Php 2,000.00 is required from each participant, inclusive of VAT. Check payment shall be made for the account of e-blackboards Learning and Solutions, Inc.
4. For immediate dissemination and compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
20-60608
DATE: 10 AUG 2020 TIME: 4:42
BY: 



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

Ms. Cristy C. Epe
full-fledged Superintendent
Department of Education - Division Office of Digos City
Tel/Fax no: (082) 5538376/5538375/5538396
Email: digos.city@deped.gov.ph

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

Greetings!

We all are aware that the conduct of regular PhilGEPS Training classes all over the country had been unduly affected by the spread of the CoVid-19, such that this important activity had been halted for the country to respond to this pandemic and ensure the security, health and safety of our countrymen.

Until such time as a vaccine to combat this health challenge is discovered and rolled out, we deemed it timely to launch the conduct of full online training for PhilGEPS, using available online platforms that will mirror the usual 2-days face-to-face sessions we used to deliver, utilizing our training site where hands-on training can be facilitated virtually, as well as our Learning Management System (LMS), complemented by such platforms as Zoom and Google Meet.

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.

Given 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.

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

	TENTATIVE SCHEDULES	AVAILABLE SLOTS		TENTATIVE SCHEDULES	AVAILABLE SLOTS
<input type="checkbox"/>	AUGUST 7-8, 2020	40	<input type="checkbox"/>	AUGUST 17-18, 2020	40
<input type="checkbox"/>	AUGUST 10-11, 2020	40	<input type="checkbox"/>	AUGUST 19-20, 2020	40
<input type="checkbox"/>	AUGUST 12-13, 2020	40	<input type="checkbox"/>	AUGUST 21-22, 2020	40
<input type="checkbox"/>	AUGUST 14-15, 2020	40	<input type="checkbox"/>	AUGUST 24-25, 2020	40
<input type="checkbox"/>	AUGIUST 26-27, 2020	40	<input type="checkbox"/>	AUGUST 28-29, 2020	40

Please accomplish the attached confirmation form which require a list of your participants. Trainings are to be held for two (2) days. Training fee is Php2,000.00/participant (inclusive of VAT). 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 7728-6883 or 09362878373.

Wash your hands, wear your masks, stay CoVid-free, and we hope to see you soon in one of our trainings!

Very truly yours,

Exec. Dir. ROSA MARIA M. CLEMENTE
Project Director, PhilGEPS



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



PhilGEPS Buyers Training Program of Activities

Buyer Training Day 1

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Distribution of Certificates



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

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: **Christopher Sentin**
 Contact No: 09362878373; Telefax: (02) 8721-4724 / (02) 7955-6469 / (02) 7728-6883
 Email: atc3@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)
 - 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 will be sent by email after the online training.

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 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: atc3@e-blackboards.com
 - Telefax: (02) 8721-4724 / (02) 7955-6469 / (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: 8:00AM – 5:00 PM

Region	Tentative Dates	
R1/CAR	August 7-8, 2020	August 21-22, 2020
	August 10-11, 2020	August 24-25, 2020
	August 12-13, 2020	August 26-27, 2020
	August 14-15, 2020	August 28-29, 2020
	August 17-18, 2020	
	August 19-20, 2020	

CONFIRMATION CODE: NTS CARBT 2020



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

ATTENTION: Christopher Sentin

DATE: _____

CONTACT NUMBER: (02) 8-721-4724/ (02) 7-955-6469/ (02) 7-728-6883/ 09362878373

MESSAGE: Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to **atc3@e-blackboards.com** or fax to National Training Secretariat at (02) 8-721-4724

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:					

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve
	8:00AM - 5:00PM	

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

