



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

**DIVISION MEMORANDUM**  
**No. 047, s. 2021**

January 28, 2021

**ATTENDANCE TO THE PHILGEPS BUYERS' TRAINING**

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

- 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 February 10-11, 2020. The training will be conducted using virtual modality.
- In connection with the above, the division office participants to the training shall be the following:

NAME	POSITION
1. Basilio P. Mana-ay, Jr., EdD	ASDS, BAC Chairperson
2. Peter-Jason C. Senarillos	SEPS, BAC Secretariat
3. Eleser D. Mateo	EPS II, BAC Secretariat
4. Myleen C. Robiños	PDO II, BAC Secretariat

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



PJSENARILLOS:  
28 January 2021





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## 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

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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

## 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 R11BT 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 (hardcopy) 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 JANUARY 2020**

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

Telefax: (02) 7728-6883

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





**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>					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
<b>Email Address:</b>					

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve
	8:30 AM – 5:00 PM	

**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)







**e-Blackboards**  
Learning and Solutions, Inc.

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**

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. (EBLSI)** has the *tried and tested solutions* for online training on the use of PHILGEPS! **EBLSI**, 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
FEBRUARY	February 1-2, 2021   February 3-4, 2021   February 8-9, 2021 February 10-11, 2021   February 12-13, 2021   February 15-16, 2021 February 17-18, 2021   February 19-20, 2021   February 22-23, 2021 February 24-25, 2021   February 26-27, 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

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West capitol Drive, Brgy. Kapitolyo, Pasig City, Metro Manila, Philippines, 1603  
Tel. #s: (02) 7-728-6883/ [www.e-blackboards.com](http://www.e-blackboards.com)  
**Efficient, Effective and Responsive Learning Solutions**