

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DEPED Tagbilaran City School Division
City of Tagbilaran

Website: www.depedtagbilaran.com

Email Add:

Telefax # (038)-501-9449 , (038) 422-8139, 422 8177



MEMORANDUM:

TO: Public Elementary/Secondary School Heads
Tagbilaran City Central Elementary School
Manga National High School
Dr. Cecilio Putong National High School
Mansasa National High School
Cogon High School Day & Evening Class
Tagbilaran City Science High School
BAC Members
Division Office & School Personnel

FROM: **VIRGINIA C. ZAPANTA, Ed.D., CESO V**
Schools Division Superintendent

SUBJECT: **PhilGEPS Training**

DATE: June 4, 2018

Attached is a letter from Exec. Director Rosa Maria M. Clemente, Project Director PhilGEPS, of the Department of Budget and Management, Procurement Service relative to the conduct of Philippine Government Electronic Procurement System.

Participants to this activity are members of the Bids and Awards Committee of the School and non-teaching personnel of the schools handling procurement processing.

Each participant shall pay a training fee of Two Thousand Four Hundred (P2,400.00) and all other expenses shall be charge against school MOOE or any other local funds.

Immediate dissemination of this memorandum is desired.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent 



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

May 3, 2018

Dr. Virginia C. Zapanta
 Schools Division Superintendent
 Department of Education - Division of Tagbilaran City
 Email: vc_zapanta@yahoo.com
 (038) 501-9449 / 235-6239 / 225-1623

Dear Madam,

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 Division Office BAC members, Secretariat and Technical Working Group, Division Offices, Public High Schools and Elementary Schools within its jurisdiction to attend the PhilGEPS Training for Phase 1, in compliance of the Government Procurement Reform Act (GPRA) or R.A. 9184 and specifically Administrative Order No. 17 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 tentative schedules in your region:

Region	Dates	Slots	Venue
7	May 17-18, 2018; May 22-23, 2018; June 5-6, 2018; June 13-14, 2018; June 21-22, 2018; June 28-29, 2018	10 28 41 50 50 50	Mineski Portal, Unit 7, GQS Plaza, Banilad, Cebu City

SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.
 Trainings are to be held for two (2) days at the designated venues. Kindly accomplish the attached confirmation form which require a list of your participants. Training Fee is Php2,400.00 per participant (inclusive of VAT), also inclusive of a training kit, lunch and snacks. Please make check payment for the account of e-Blackboards Learning and Solutions Inc., our training provider. For inquiries and/or clarification, please contact us by email at fcruz@e-blackboards.com; mdelumo@e-blackboards.com; atc2@e-blackboards.com or by telefax at (02) 721-4724; 661-8850; 955-6469; 861-5280 or 861-5245. We hope to see you in one of our trainings!

Very truly yours,

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

RECEIVED FAXED

CONFIRMATION CODE #: MDG R7 BT 04-2018



Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE



PROCUREMENT
SERVICE

ATTENTION: Francis Ely Dela Cruz

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 _____

CONFIRMATION CODE #: MDGR7 BT 04-2018



e-Blackboards Learning and Solutions Inc.

Unit 302, 3/F Emerald Place Bldg., 604 Shaw Blvd., Ermita, Kapitolyo, Pasig City
Tel. No. (02) 721-4724; (02) 661-8850 * VAT Reg. TIN: 009-514-616-000

VAT Reg. TIN: 009-514-616-000

STATEMENT OF ACCOUNT-BT PHIIGEP 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 or (02) 9556469

Contact Person:	
Agency/Organization:	
Billing Address:	
Telephone/Fax No.	
Email Address	

Name of Participants	No. of Attendee/s	Training Schedule	Total Amount

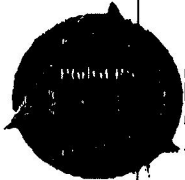
Deposit payment only to:	Note:
Account Name: e-Blackboards Learning and Solutions, Inc. Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868	3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBBSI Telefax No. (02) 7214724/ 6618850; Please Submit original copy of deposit slip during registration. 5. Any cancellation should be made <u>at least 5 days</u> before the training schedule. 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of <u>P1,200 (inclusive of VAT)</u> 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**.
 For any inconvenience, You may call our National Training Secretariat at (02) 861-5280; 861-5245; Telefax Nos. (02) 7214724/ (02) 6618850/ (02) 9556469. Thank you.

Issued by EBBSI:
Francis Ely Dela Cruz

Received by Agency/ Date:
Signature over printed name



Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE



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/Fall 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

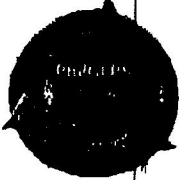
- Opportunities
 - 9.1. Open Opportunities
 - 9.2. Former Opportunities
 - 9.3. Award Notices

10.1

- Directory
 - 10.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum

Distribution of Certificates



**Republic of the Philippines
Department of Budget and Management
PHILGEPS-PROCUREMENT SERVICE**



Attention: Important Information

(Please Read Carefully)

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

1. **FIRST STEP:** Please fill-up the confirmation form and send through FAX or email to EBLSI for your reservation.
2. **FOR FOLLOW-UP:** fill-up and sign the statement of account together with deposit slip (SOA W/ PAYMENT) and send through FAX or email to EBSI.
3. **CONTACT DETAILS:** Your Confirmation Code is: **MDG R7 BY 04-2018**
 - A. Your Training Coordinator is: **Francis Ely A. Dela Cruz**
 - Contact No: **0930-7783131**
 - Email: **fcruz@e-blackboards.com** **mdelume@e-blackboards.com**
 - B. PhilGEPS National Training Secretariat – **e-Blackboards Learning and Solutions, Inc.**
 - Telefax No. **(02) 721-4724 / (02) 661-8850 / (02) 955-6469**
 - Tel. Nos. **(02) 861-5280 / (02) 861-5245**
4. **PAYMENT DETAILS:** Deposit payment in any of these BANK:
 - Bank: **Security Bank – Pasig, Shaw Blvd. Branch**
 - Account Name: **e-BlackBoards Learning and Solutions, Inc.**
 - Account Number: **0000-007822-013**
 - **Deposit to ANY SECURITY BANK BRANCH**
 - Bank: **East West Bank – Mandaluyong, Wack-Wack Branch**
 - Account Name: **e-BlackBoards Learning and Solutions, Inc.**
 - Account Number: **200010631868**
 - **Deposit to ANY EAST WEST BANK**
 - We only accept either Cheque or Cash Deposit only to our SECURITY BANK and EASTWEST Bank Account
 - No CASH Payment upon Registration.
 - **Official Receipt will be issued upon training day in exchange of original copy of deposit slip**
 - **Please SUBMIT ORIGINAL COPY of Deposit Slip upon registration**
 - **Please take note that slots will be given on a FIRST COME, FIRST SERVE BASIS**
5. A map of the training location will be faxed to your office 3-4 days before the training.
6. **For any inquiries, you may call EBLSI Office**
 - Telefax No. (02) 7214724/ (02) 661-8850/ (02) 955-6469
 - Telephone Nos. (02) 861-5280; (02) 861-5245

7. You may also visit the PhilGEPS website at philgeps.gov.ph

8. SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.

Region	Dates	Venue
7	May 22-23, 2018 June 5-6, 2018; June 13-14, 2018 June 21-22, 2018; June 28-29, 2018	Mineski Portal, Unit 7, GQS Plaza, Banilad, Cebu City

9. After accomplishing your reservation and payment, please wait for further updates regarding the finalization of your scheduled training before booking a flight or accommodation. Thank you.