



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

**MLA-2022-BAC-** 044

To : **ALDRIN M. PAJO**  
ADAS I – BAC Secretariat

**MAYFLOR L. ROBLES**  
ADA VI – BAC Secretariat

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *JAL*

SUBJECT : **PHILGEPS NATIONAL TRAINING FOR PHASE 1.5**

DATE : March 24, 2022

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1. The Government Policy and Procurement Board, reiterated on Circular 01-2021 issued on 4 March 2021 with the subject line – Transparency, Accountability and Good Governance in the Procurement Process reminds all Procuring Entities (PEs) to abide transparency and accountability requirements under the Republic Act (RA) No. 9184 and its 2016 revised IRR, the General Appropriations Act (GAA), Resolutions issued by the Government Procurement Policy Board (GPPB) and other relevant laws, rules and regulations.

A 2-day virtual PhilGEPS National Training for Phase 1.5 will be conducted virtually on April 6-7, 2022, with a training fee of Php 2,000.00 per participant (inclusive of VAT).

2. In this connection, you are hereby directed to attend this said activity.

Kindly refer to the attached communication emailed from the PhilGEPS Training Secretariat.

3. All expenses relative to the conduct of this activity are chargeable against Division MOOE Funds subject to the usual accounting and auditing procedures.
4. For information, guidance, and strict compliance.



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**Address:** Rajah Sikatuna Avenue, Dampas District, Tagbilaran City, Bohol  
**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph



## PhilGEPS Buyers Training Program of Activities

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### 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





## 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. Contact Information: Telefax: (02) 7728-6883/ (02) 7002-3207  
Email: [trainings@e-blackboards.com](mailto:trainings@e-blackboards.com)
2. Please fill-out and sign the following forms and fax/email to EBLSI for your RESERVATION:
  - Confirmation Form
  - Statement of Account (SOA)
3. 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: **Land Bank-Ortigas Center-Pearl Drive** (No Bank Transaction Charges)
    - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
    - Account Number: **3731-0048-96**
    - Deposit to any Land Bank Branch
  - 4b. Bank #2 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
  - 4c. Bank #3 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 (hard copy) will be sent thru ABest Express/JRS Express/LBC after the online training.**

**NOTE:** If your payment is "Bank to Bank Payment" (Advice to Debit Account – ADA), we suggest to transact it to our Land Bank account.

4. 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: [trainings@e-blackboards.com](mailto:trainings@e-blackboards.com)
  - Telefax: (02) 7728-6883/ (02) 7002-3207

### **PLEASE TAKE NOTE THAT SLOTS WILL BE GIVEN ON A FIRST COME-FIRST SERVE BASIS**

5. 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.
6. Participant/s must have BASIC COMPUTER knowledge.
7. ONLINE INFORMATIONS (such as Zoom Meeting ID, etc.) will be sent via email 3-4 days before your training schedule.

**\*Schedule may be changed depending on the number of participants confirmed\***

