



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

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
MLA-2022-BAC- 110

To : **Miss ANGELI FAITH V. PASCUAL**
ADAS III, BAC Secretariat

Miss LADY MAY P. KARAAN
ADAS III, BAC Secretariat

Miss MARIANNE C. PALOMARES
ADA VI, BAC Secretariat

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent 

Subject: **PhilGEPS NATIONAL TRAINING FOR PHASE 1.5**

Date : June 14, 2022

1) The Government Policy and Procurement Board, reiterated in Circular 01-2021 issued on March 4, 2021 with the subject line – Transparency, Accountability and Good Governance in the Procurement Process reminds all Procuring Entities (PEs) to abide by 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 on June 29 - 30, 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 the said activity.

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

3) All expenses relative to the conduct of the said activity are chargeable to the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

4) For information, guidance, and compliance.





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. OrganizationProfile
 - 5.2. Sub-OrganizationList
 - 5.3 Organization Contact List
 - 5.4. OrganizationHistory
 - 5.5. AccreditedSuppliers
 - 5.6. BlacklistedSuppliers
- 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

Telefax: (02) 7728-6883 / (02) 7002-3207

e-Mail: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.com





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: **MDG BT 06-2022**
2. Your Training Coordinator is: **MS. MAY DE GUZMAN**
Contact No: 0936-042-2463/0905-628-4115; Telefax: (02) 7728-6883 / (02) 7002-3207
Email: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.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: **Land Bank Ortigas-Center Pearl Drive Branch** (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 Land Bank, Security Bank and East West Bank Account

OFFICIAL RECEIPT AND CERTIFICATES will be sent thru LBC/Abest/JRS 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.

5. 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 Address: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.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: 8:00 AM – 5:00 PM

Tentative Dates for JANUARY 2022

JUNE 1-2, 2022 / JUNE 6-7, 2022 / JUNE 8-9, 2022
JUNE 10-11 2022 / JUNE 13-14, 2022 / JUNE 15-16, 2022
JUNE 17-18, 2022 / JUNE 20-21, 2022 / JUNE 22-23, 2022
JUNE 24-25, 2022 / JUNE 27-28, 2022 / JUNE 29-30, 2022

Telefax: (02) 7728-6883 / (02) 7002-3207

e-Mail: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.com

