



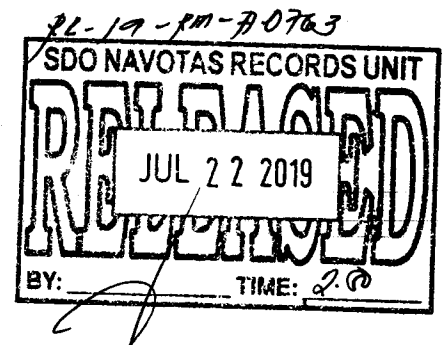
Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY
Bagumbayan Elementary School Compound,
M. Naval St., Sipac, Navotas City



July 15, 2019

TO: Public Elementary, Secondary/Senior High School Principals

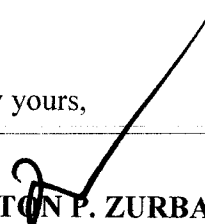
Dear Sir/Madam:



Attached is unnumbered Regional Memorandum dated July 8, 2019 re: Invitation for PhilGEPS Training, contents of which is self-explanatory for the information and guidance of all concerned.

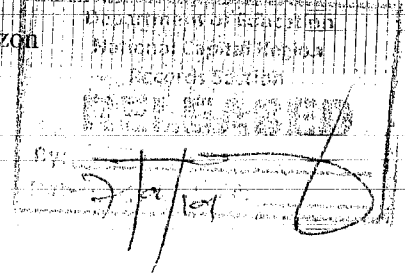
Thank you.

Very truly yours,


MELITON P. ZURBANO
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent




(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



Memorandum

To : Schools Division Superintendents
Division In-Charge of Journalism

From : 
WILFREDO E. CABRAL
Director III
Officer-in-Charge, Office of the Regional Director

Subject : Invitation for PhilGEPS Training

Date : July 8, 2019

Attached is a letter from **Exec. Dir. Rosa Marla M. Clemente**, Philippine Government Electronic Procurement Service (PhilGEPS) inviting interested individuals from the Schools Division Offices and schools to attend the PhilGEPS Training for Phase 1 relative to PhilGEPS System Modernization Project. The two-day training will be conducted at EBLSI Training Center, 5th Floor, Sentro Kapitolyo Building, #59 West Capitol Drive cor. Stella maris, Kapitolyo, Pasig City on the following tentative schedules with only 40 available slots per batch on a "first-come-first-serve" basis.

July 11 – 12, 2019

July 18 – 19, 2019

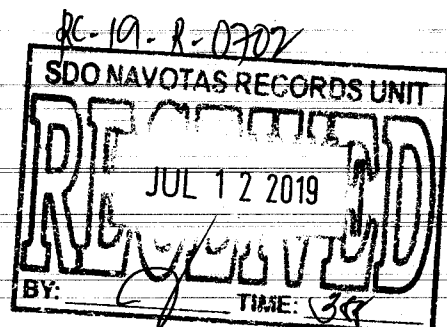
July 30 – 31, 2019

July 17 – 17, 2019

July 23 – 24, 2019

Registration fee of Php 2,400.00 shall cover the training kit, lunch and snacks; payment in checks should be made payable to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** (See attached for details on registration procedures.)

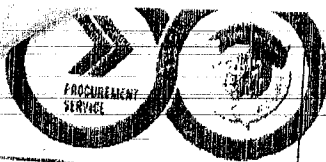
Any inquiries and/or clarifications may be addressed to the training secretariat by e-mail at jdesales@e-blackboards.com or by telefax at (02) 721-4724, (02) 728-6883.



07-0603-19

Work toward excellence... play to win!

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

July 3, 2019

Dr. Wilfredo E. Cabral
Regional Director
Department of Education - NCR
920-5824; 453-8374; 926-9254; 928-0079

Attention: BAC Chairman; School Principals

Dear Sir:

Greetings!

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 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.

REGIONS	TENTATIVE SCHEDULES	TENTATIVE VENUE
NCR, Region 3, 4A & 4B	JULY 11-12, 2019 JULY 16-17, 2019; JULY 18-19, 2019 JULY 23-24, 2019; JULY 25-26, 2019 JULY 30-31, 2019	EBLSI Training Center, 5th flr. Sentro Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City.

Please accomplish the attached confirmation form which require a list of your participants. Also found therein are the corresponding dates of the training. Trainings are to be held for two (2) days at designated venues. Training fee is Php2,400.00/participant (inclusive of VAT) inclusive of a training kit, lunch and snacks. 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 jdeales@e-blackboards.com or by telefax at (02) 721-4724, 728-6883 or you may contact **e-BlackBoards Learning and Solutions Inc.** at (02) 8615280, 9556469 or 8615245.

We hope to see you in one of our trainings!

Very truly yours,

MRS. DR. ROSA MARIA M. CLEMENTE
Project Manager, PhilGEPS

Cristobal St., 1007 Pasig Manila
GEPS Unit 608, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

Yes! Nos. 563-2363/523-0303
6406000



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

**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 Certificates

CONFIRMATION CODE #: NTS NCRBT 07-2019



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

ATTENTION: JESALIE DESALES

DATE:

CONTACT NUMBER: 09366430483 / (02) 7214724 / 9556469 / 7286883

MESSAGE: Please fill-out the form below (READABLE AND CORRECT NAME spelling of participants) and email to jdesales@e-blackboards.com or fax to National Training Secretariat at (02) 7214724 / 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"/> GPI <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 #: NTS NCRBT 07-2019

e-Blackboards Learning and Solutions, Inc.

5th flr. Sentra Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-514-616-000

STATEMENT OF ACCOUNT-BT PhilGEP 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

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.	3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule.
Account Number: SECURITY BANK 0000-007822-013	4. Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7214724/ 6618850/ 9556469; Please Submit original copy of deposit slip during registration.
Account Number: East West Bank 200019631868	5. Any cancellation should be made at least 5 days before the training schedule.
	6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P. 200 (inclusive of VAT) 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; 861-8245; Telefax Nos. (02) 7214724/ (02) 6618850. Thank you.

Issued by EBLSI:

JESALIE DESALES

Received by Agency/ Date:

Signature over printed name