



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

May 20, 2021

DIVISION MEMORANDUM

No. 116, s. 2021

PHILGEPS TRAINING FOR PHASE I

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisor
Elementary and Secondary School Heads

1. Enclosed is an invitation letter from Elizabeth M. Perez, President of E-Blackboards Learning and Solutions, Incorporated, training partner and provider of PhilGEPs on the **PhilGEPs Training for Phase I**.
2. Division Office Bids and Awards Committee Members, BAC Secretariat, Technical Working Group, Elementary and Secondary School Bids and Awards Committee Members are hereby enjoined to participate in this **online training**.
3. Tentative Schedules for the Month of June 2021 are as follows:
June 1-2, 2021 / June 304, 2021 / June 7-8, 2021
June 9-10, 2021 / June 11-12, 2021 / June 14-15, 2021
June 16-17, 2021 / June 18-19, 2021 / June 21-22, 2021
June 23-24, 2021 / June 25-26, 2021 / June 28-29, 2021
4. Training Fee is at Php 2,000.00 per participant. Payment of Check shall be made to the account of E-Blackboards Learning and Solutions Inc.
5. Immediate and widest dissemination of this memorandum is desired.


PORTIA M. MALLORCA PhD, CESO V
Schools Division Superintendent 

May 11, 2021

Dr. Portia M. Mallorca
Schools Division Superintendent
Department of Education Division of Kabankalan City
Tel. / Fax No.: (034) 471-2454 / 471-2003
Email: kabankalan.city001@deped.gov.ph, kabankalan.city@deped.gov.ph

Dear Madam,

The Government Policy and Procurement Board, reiterated in 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 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. Training on the use of PhilGEPS which is the primary source and repository of information on government procurement is a requirement that members of BAC members, Secretariat and TWG must be adept with.

In the past, PHILGEPS Training all over the country had been conducted via in-person or face-to-face classes. As PHILGEPS's training partner and provider, **E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI)** came up with the *tried and tested solutions* for **online** training on the use of PHILGEPS which we have been implementing *productively* and *efficiently* since July 2020, and is facilitated and 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 and complemented by the PHILGEPS Learning Management System for tutorial guidance on system use.

We are thus, writing to invite 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**. Since classes will be purely virtual, participants from a confirmed class can consist of procurement officers from different government agencies in various 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:

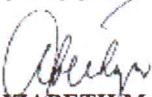
Month	Tentative Dates
JUNE	JUNE 1-2, 2021 / JUNE 3-4, 2021 / JUNE 7-8, 2021 JUNE 9-10, 2021 / JUNE 11-12, 2021 / JUNE 14-15, 2021 JUNE 16-17, 2021 / JUNE 18-19, 2021 / JUNE 21-22, 2021 JUNE 23-24, 2021 / JUNE 25-26, 2021 / JUNE 28-29, 2021

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 **Php2, 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 mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.com or by **telefax at (02) 7-728-6883** or you may get in touch via mobile phone number at 0961-283-3965 / 0905-628-411. You may likewise check our website <https://e-blackboards.com> - your additional gateway for training registration.

We hope to see you soon in one of our trainings!

Very truly yours,


ELIZABETH M. PEREZ
President



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





e-Blackboards Learning and Solutions inc.

5th 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: **MDG V BT 06-2021**
2. Your Training Coordinator is: **MS. MAY DE GUZMAN**
Contact No: 0961-283-3965/0905-628-4115; Telefax: (02) 7728-6883
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: **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 will be sent thru LBC/Abest/JRS after the online training.

NOTE: We strongly DISCOURAGE bank to bank payment (Advice to Debit Account – ADA) and Cash or Cheque Payment upon REGISTRATION.

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 SCHEDULES for the month of MAY 2021

	JUNE 1-2, 2021		JUNE 11-12, 2021		JUNE 21-22, 2021
	JUNE 3-4, 2021		JUNE 14-15, 2021		JUNE 23-24, 2021
	JUNE 7-8, 2021		JUNE 16-17, 2021		JUNE 25-26, 2021
	JUNE 9-10, 2021		JUNE 18-19, 2021		JUNE 28-29, 2021

Telefax: (02) 7728-6883

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





e-Blackboards Learning and Solutions inc.

5th Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

STATEMENT OF ACCOUNT-BT PhilGEPs 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) 7-728-6883


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		<ol style="list-style-type: none">To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule.Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7728-6883.Any cancellation should be made at least 5 days before the training schedule.Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,000 (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.

Issued by EBLSI:


Max D. De Guzman

Received by Agency/Date:

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883

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

