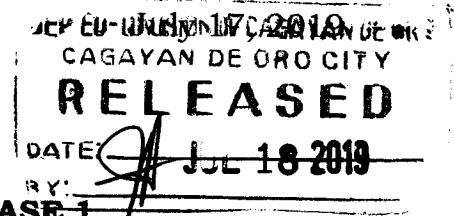




Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY
Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



Memorandum No. 209, s. 2019



2-DAY PHILGEPS TRAINING FOR PHASE 1

To: Elementary and Secondary School Heads
School Bids and Awards Committee Secretariat
This Division

1. The field is hereby informed that there will be a 2-Day PhilGEPS Training for Phase 1. This training aims to revisit and familiarize the use of PhilGEPS website and keep pace with the systems upgrading with regards to registration and posting. In line with this, you are hereby directed to send your SBAC Secretariat to attend this training.
2. The tentative schedule is set on July 24-25, 2019 at Mineski Infinity, Vamenta Boulevard, Carmen, Cagayan de Oro City.
3. Registration fee is Php 2,400.00/participant inclusive of a training kit, lunch and snacks chargeable to School MOOE subject to the usual accounting and auditing procedures.
4. Check payment is payable to the account of eBlackboards Solutions, Inc. and accomplish the attached confirmation form which require a list of your participants and send it directly to eBlackboard Solution, Inc. thru idesales@e-blackboards.com.
5. For further details, please refer to the attached letter from DBM-PS PhilGEPS.
6. For widest dissemination and strict compliance


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

Encl : DBM-PS Letter of Invitation for Training Phase-I
Ref : Regional Memo No. 382, s.2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao



19-456

DepEd-X
Cagayan de Oro City

REGIONAL MEMORANDUM NO. 382, S. 2019:

TO: Schools Division Superintendents
All Divisions
Department of Education Region 10

ATTN: Division & Schools Bids and Awards Committee Members
Division & Schools BAC Secretariats
Division & Schools Procurement Personnel

FROM: **DR. ARTURO B. BAYOCOT, CESO V**
Regional Director

SUBJECT: **PHILGEPS TRAINING (PHASE I) FOR JULY 2019**

DATE: July 1, 2019

JUL 11 2019
6304
RELEASED

In keeping with government policy to fast track the use of PhilGEPS by procuring entities from national government agencies and its instrumentalities, attached is the letter-invitation and other relevant documents for the PhilGEPS Training (Phase I) at Mineski Infinity, Cagayan de Oro City on the following dates:

1. July 3-4, 2019, 8:30 am - 5:00 pm (50 slots)
2. July 17-18, 2019, 8:30 am - 5:00 pm (50 slots)
3. July 24-25, 2019, 8:30 am - 5:00 pm (50 slots)

Traveling expenses and training fees incident thereto shall be charged against division and school funds subject to the usual accounting and auditing rules and regulations.

For the consideration of that office.

A2/LEG10-IC-19-509; DTS#22145



Certificate Number: AJA18-0170

The LEARNER: The heart of DepEd Region X.

Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City

(088) 880-7072, 880-7071 (08822) 72-26-51

deped10.com region10@deped.gov.ph



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

June 21, 2019

DR. ARTURO B. BAYOCOT, CESO V
Regional Director
Department of Education - Region 10
(08822) 722-652; 726-574 TF/088-880-7071 / 088-880-7072 / 088-880-2087 / 856-3932Fax
region10@deped.gov.ph

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.

REGION	TENTATIVE SCHEDULES	VENUE
Region 10	JULY 3-4, 2019 JULY 17-18, 2019 JULY 24-25, 2019	Mineski Infinity, Cagayan De Oro 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 jdesales@e-blackboards.com or by telefax at (02) 721-4724, 9556469, 6618850 or you may contact **e-BlackBoards Learning and Solutions** at (02) 861-5280 or 8615245.

We hope to see you in one of our trainings!

Thanks and regards.

Very truly yours,

Exec. Dir. **ROSA MARIA M. CLEMENTE**
Project Manager, PhilGEPS



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



Important Information

ATTENTION:

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

1. Your Confirmation Code is : NTS R10BT 07-2019
2. Your Training Coordinator is: Jesalie Desales
Contact No: (02) 721-4724 / 661-8850 / 9556469 / 09366430483
3. Please fill-up and sign the ff. forms
 - Confirmation Form
 - Statement of Account (SOA)
4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts: Registration Fee: P2,400.00/participants (inclusive of training materials, AM and PM snacks, lunch, and certificates)

3a. 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

3b. 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 will be issued in exchange of Original copy of deposit slip

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

5. FAX or email the ff. in order to reserve slots for the training:
 - Signed confirmation sheet (at least 5 days before the training schedule)
 - Signed Statement of Account (SOA)
 - Security Bank or East West Bank deposit slip to EBLSI Training Secretariat
 - Telefax No. (02) 7214724/ (02) 6618850/ (02) 9556469
 - Please write your name & Confirmation Code before sending fax to EBLSI
 - You can also send it via email, just scan the ff;
 - Duly filled up Confirmation Form (at least 5 days before the training schedule)
 - Signed Statement of Account
 - Email to: jdesales@e-blackboards.com
 - **Please SUBMIT original copy of Deposit Slip upon registration**
 - **Slots will be given on a first come, first serve basis**

Note: *Schedule and venue may be changed depending on the number of participants confirmed. It will be confirmed 5-7 days before the training.

*Please do not buy plane/bus/ferry tickets unless your reservation and schedule are confirmed to avoid unnecessary expenses.

6. A map of the training location will be faxed to your office 3-4 days before the training.
7. For any inquiries, you may call EBLSI Office
 - Telefax No. (02) 7214724/ (02) 661-8850/ (02) 9556469
 - Telephone Nos. (02) 861-5280; (02) 861-5245

(Please take note that Confirmation/Reservation is on First Come First Serve Basis)

*Schedule and venue location may be changed depending on the number of participants confirmed

	TENTATIVE SCHEDULE	TIME	SLOTS AVAILABLE
<input type="checkbox"/>	JULY 3-4, 2019	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>	JULY 17-18, 2019	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>	JULY 24-25, 2019	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>			

Tentativevenue: Mineski Infinity, Cagayan de Oro City



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

ATTENTION: JESALIE DESALES

DATE: _____

FAX: (02) 7214724 / 9556469 / 09366430483

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)

GovernmentEntity:					
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.
ParticipantsDetails:					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
EmailAddress:				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 R10BT 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 PhilGEPSTraining

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. 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 EBLSI Telefax No. (02) 7214724/6618850/ 9556469; 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 <u>of 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. Thank you.

Issued by EBLSI:

JESALIE DESALES

Received by Agency/ Date:

Signature over printed name