



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

07 SEP 2021

DIVISION MEMORANDUM
No. 347, s. 2021

07 Sep 2021

PhilGEPS ONLINE TRAINING

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. The letter of the e-Blackboards Learning and Solutions, Inc. to the City Schools Division of Biñan City states that "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 regulation.
 2. The PhilGEPS is the primary source and repository of information on government procurement therefore training on its use is a requirement for procurement officers from different procuring entities.
 3. In this connection, there will be an online PhilGEPS training on September 29-30, 2021 to be facilitated and anchored by e-Blackboards Learning and Solutions, Inc. (EBLSI), the ONLY authorized PhilGEPS training provider.
 4. Participants in this online training are School-based AO's and ADAS's designated as School Property Custodians, School Heads, BAC members, Secretariat and Technical Working Group (TWG) may also undergo the training so they can re-visit and familiarize themselves again with the use of the PhilGEPS and keep pace with the systems upgrade.
 5. The Training Fee is Php2,000.00 per participant (inclusive of VAT). Payment will be by cheque for the account of e-Blackboards Learning and Solutions, Inc.
 6. All expenses incurred in the PhilGEPS Online Training shall be charged against School MOOE.
 7. Attached are four (4) sheets which contain other important information about the said training.
 8. Immediate dissemination of this Memorandum is desired.



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna
Website: depedbinancity.com.ph
Email: deped.binancity@deped.gov.ph
Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746



EDNA FAURA AGUSTIN
Schools Division Superintendent

Encl: As stated

Reference: 2016 Revised IRR of RA 9184 known as Government Procurement Reform Act

OSDS/PAS / DM-PhilGEPS ONLINE TRAINING
2671 / 09/06/2021



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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



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: **NTS BT 09-2021**
2. Your Training Coordinator is: **Ms. Jesalie Desales**
Contact No: 0936-6430483; Telefax: (02) 7728-6883
Email: jdesales@e-blackboards.com
3. Please fill-out and sign the following forms and fax/email to EBLSI 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 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 – LDDAP-ADA), we suggest to transact it to our Land Bank account.

5. 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: jdesales@e-blackboards.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: 8:30AM – 5:00 PM

TENTATIVE SCHEDULES FOR SEPTEMBER 2021

***	September 6-7, 2021	September 13-14, 2021	September 20-21, 2021	September 27-28, 2021	*nothing as follows*
September 1-2, 2021	September 8-9, 2021	September 15-16, 2021	September 22-23, 2021	September 29-30, 2021	
September 3-4, 2021	September 10-11, 2021	September 17-18, 2021	September 24-25, 2021	*nothing as follows*	

Telefax: (02) 7728-6883

e-Mail: jdesales@e-blackboards.com



CONFIRMATION CODE: NTS BT 09-2021

ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 7-728-6883 / 0936-6430483

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) 7728-6883

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 checked="" 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.	
Participants Details:					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
Email Address:					

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve
	8:30 AM – 5:00 PM	

Note:

1. Any rescheduling/cancellation of slot/s should be made at least 5 working days before the training schedule.
2. There is a **LATE CANCELLATION/RESCHEDULING and NON ATTENDANCE CHARGE of P1,000 (inclusive of VAT)** per participant to cover costs.

Requested by:

Signature over printed name

Telefax: (02) 7728-6883

e-Mail: jdesales@e-blackboards.com



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: LAND BANK OF THE PHIL. 3731-0048-96 Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868	<ol style="list-style-type: none">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) 7728-6883;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 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.

Issued by EBLSI:

Received by Agency/Date:

JESALIE DESALES

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883

e-Mail: jdesales@e-blackboards.com