Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

DIVISION ADVISORY

TO : School Principals
School BAC Chairmen
This Division

FROM: CHERRY MAE L. LIMBACO, Ph.D.,CESO V
Schools Division Superintendent

Date: February 1, 2017

Subject: **INVITATION FROM THE DBM-PROCUREMENT SERVICE, PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM TO ATTEND PHILGEPS TRAINING FOR PHASE 1**

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1. This Office informs the School Principals and School BAC Chairmen to attend the PhilGEPS Training for Phase 1
2. Attached is the invitation letter from Exec. Dir. Rosa Maria M. Clemente, Project Manager from Philgeps with the steps to progress in your application for training, training schedules and program of activities.

CLL/egpc

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

Ms. Cherry Mae L. Limbaco
School Division Superintendent
DepEd - Misamis Oriental
(088) 856-4524/856-4454
depedmor@gmail.com

Attention: **BAC Chairman; School Principals**

Dear Madam:

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.

In April 2014, the PhilGEPS System Modernization Project was awarded and initiated to improve on its technical design and architecture 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 Dates	Venue
Region 10	**February 7-8, 2017; February 14-15, 2017** **February 22-23, 2017; February 27-28, 2017**	**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. Ple. se make check payment for the account of the eBlackboards Solutions, Inc.

For inquiries and/or clarification, please contact the training secretariat by e-mail at idesales@eblackboards.net; csalen@eblackboards.net, or by telefax at (02) 721-4724, or you may contact eBlackBoards Solutions at (02) 861-5280 or 8615245.

We hope to see you in one of our trainings!

Thanks and regards.

Very truly tours,

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

Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE

PROCUREMENT SERVICE

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

EZ-EL

Republic of the Philippines
Department of Budget and Management
PHILGEPS- PROCUREMENTSERVICE

PROCUREMENT SERVICE

ATTENTION:

Important Information

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 02-2017
   Your Training Coordinator is: Christian Felix Salen
   Contact No: (02) 721-4724 / 09151712437/ 09322664094

2. Please fill-up and sign the ff. forms
   - Confirmation Form
   - Statement of Account (SOA)

3. Deposit payment only to EBBSI 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 Boulevard Branch (No Bank Transaction Charges)
   - Account Name: **eBlackBoards Solutions, Inc.**
   - Account Number: **0000-007821-903**
   - Deposit to any Security Bank Branch

   3b. Bank # 2 and Branch: East West Bank – Weck-Wack Branch (No Bank Transaction Charges)
   - Account Name: **eBlackBoards Solutions, Inc.**
   - Account Number: **200004998692**
   - 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.

4. 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)
   - BDO or East West Bank deposit slip to EBBSI Training Secretariat
     - Telefax No. (02) 7214724/ (02) 6618850
   - Please write your name & Confirmation Code before sending fax to EBBSI
   - 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: csalen@eblackboards.net / jdesales@eblackboards.net
   - **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.**

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

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

	Tentative Schedules	Time	Slots Available
☐	February 7-8, 2017; February 14-15, 2017	08:30 am – 05:00 pm	50 slots
☐	February 22-23, 2017; February 27-28, 2017	08:30 am – 05:00 pm	50 slots

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

Tentative venue: **Mineski Infinity, Cagayan De Oro City**

CONFIRMATION CODE #: NTS R10BT 02-2017

Republic of the Philippines
Department of Budget and Management
PHILGEPS - PROCUREMENT SERVICE

PROCUREMENT SERVICE

ATTENTION: Christian Felix Salen **DATE:**

FAX: (02)7214724/6618850

MESSAGE: Please fill-out the form below (readable and correct name spelling of participants) and fax to National Training Secretariat at (02) 7214724/ (02) 6618850

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: ☐NGA ☐GFI ☐GOCC ☐SUC ☐LGU ☐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:
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 P1,200 (inclusive of VAT) per participant to cover costs.

Requested by:

_____
Signature over printed name

CONFIRMATION CODE #: NTS R10BT 02-2017

eBlackBoards Solutions Inc.

... leading the transformation of education and training ...

VAT Reg. TIN: 007-623-011-000

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) 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: **eBlackBoards Solutions, Inc.** Account Number: Security Bank **0000-007821-903** Account Number: East West Bank **200004998692**	3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBBSI Telefax No. (02) 7214724/6618850; Please Submit original copy of deposit slip during registration. 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 P1,200 (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; 861-5245; Telefax Nos. (02) 7214724/ (02) 6618850. Thank you.

Issued by EBBSI:

Christian Felix Salen

Received by Agency/ Date:

Signature over printed name