

RECORDED



Republika ng Pilipinas  
**KAGAWARAN NG EDUKASYON**  
REHIYON XI  
Lungsod ng Davao



Address: F. Torres Street, Davao City  
0816

Telefax Nos.: (082) 291-1665; 221-6147; 224-0468; 225-

September 13, 2018

REGIONAL MEMORANDUM  
No. 173 s. 2018

**PHILGEPS TRAINING (PHASE I) FOR REGIONS XI, XII AND XIII**

TO : Schools Division Superintendents  
Assistant Schools Division Superintendents  
Secondary School Administrators

1. Attached is the letter-invitation of Executive Director Rosa Maria M. Clemente, Project Manager, PHILGEPS for the scheduled training on the new system for the developments on the PHILGEPS for month of October, 2018.
2. More details are in the enclosure.
3. For immediate dissemination.

  
ATTY. ALBERTO T. ESCOBARTE, CESO IV  
Regional Director

Incls.: As stated.

Reference: PHILGEPS Letter of Invitation

RA01

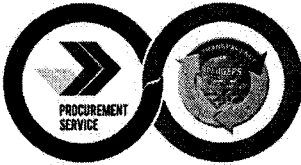
DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION

**RELEASED**

By: 621009-5472

Date: 9/14/18

Time: 12:04 PM



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

Department of Education ROXI  
 ADMINISTRATIVE SERVICES DIVISION  
**RECEIVED**  
 Date: 9-12-18 Time: 2:05  
 Signature: \_\_\_\_\_

Atty. Alberto T. Escobarte, CESO IV  
 Regional Director  
 Department of Education - Regional Office 11  
 Tel/Fax no: (082) 2279342/2216147/2218459  
 region11@deped.gov.ph

DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RECEIVED**  
 By: \_\_\_\_\_  
 Date: 9-5-18 Time: 9:45

Attention: Schools and District Offices under Division Offices

Greetings!

We are pleased to inform you that the PhilGEPS has been benchmarked and studied by neighbouring countries who envision having their own central e-procurement system. As well, PhilGEPS officials have been invited to present the PhilGEPS program and experience in various forums, symposia and other gatherings of world-renowned e-Procurement organizations and practitioners such as those in the United States, South Korea and Singapore. In all these international gatherings, the efforts of the Philippine government in pushing for reforms in government procurement were recognized and commended. Multi-lateral development partners like the World Bank (WB) and the Asian Development Bank (ADB) acknowledge the fact that the PhilGEPS is a viable instrument in the government's efforts at improving efficiency in the procurement function and has accepted the PhilGEPS for application on ADB and WB-funded procurement projects.

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 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
R11/R12/R13	October 3-4, 2018 October 10-11, 2018 October 17-18, 2018 October 24-25, 2018 October 30-31, 2018	ARENA INTERNET CAFÉ, BOLTON STREET, DAVAO 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 **atc3@e-blackboards.com** or by telefax at **(02) 721-4724**, or you may contact **e-BlackBoards Learning and Solutions** at **(02) 861-5280** or **8615245/ 09173357169**.

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



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

Atty. Alberto T. Escobarte, CESO IV  
Regional Director  
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Exec. Dir. **ROSA MARIA M. CLEMENTE**  
Project Manager, PhilGEPS



Republic of the Philippines  
Department of Budget and Management  
PHILGEPS - 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 A Bid 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 Certificate**



**ATTENTION**

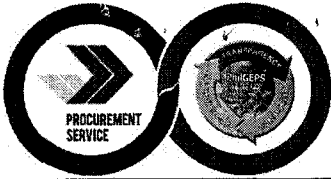
**Important Information:**

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

1. **FIRST STEP:** Please fill-up the confirmation form and send through FAX or email to EBBSI for your reservation.
2. **FOR FOLLOW-UP:** fill-up and sign the statement of account together with deposit slip (SOA W/ PAYMENT) and send through FAX or email to EBBSI.
3. **CONTACT DETAILS:** Your Confirmation Code is: **NTS MINBT 2018**
  - A. Your Training Coordinator is: **Ronald A. Bucayan**
    - Contact No: **09360624606 / 09090015450**
    - Email: **atc3@e-blackboards.com**
  - B. **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
    - Telefax No. **(02) 721-4724 / (02) 661-8850 / (02) 955-6469**
    - Tel. Nos. **(02) 861-5280 / (02) 861-5245**
4. **PAYMENT DETAILS:** Deposit payment in any of these BANK:
  - Bank: **Security Bank Pasig, Shaw Blvd. Branch**
  - Account Name: **E-BlackBoards Learning and Solutions Inc.**
  - Account Number: **0000-007822-013**
  - Deposit to ANY SECURITY BANK
  - Bank: **EastWestBank – Wack-Wack Branch**
  - Account Name: **E-BlackBoards Learning and Solutions Inc.**
  - Account Number: **200019631868**
  - Deposit to ANY EASTWEST BANK
  - We only accept either Cheque or Cash Deposit only to our Security Bank and EASTWEST Bank Account
  - No CASH Payment upon Registration.
  - **Official Receipt will be issued upon training day in exchange of Original copy of deposit slip**
  - **Please SUBMIT ORIGINAL COPY of Deposit Slip upon registration**
  - **Please take note that slots will be given on a FIRST COME, FIRST SERVED BASIS**
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 EBLSI Office**
  - Telefax No. **(02) 721-4724 / (02) 661-8850 / (02) 955-6469**
  - Telephone Nos. **(02) 861-5280; (02) 861-5245**
7. You may also visit the PhilGEP website at [philgeps.gov.ph](http://philgeps.gov.ph)
8. **SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.**

Region	Tentative Dates	Venue
R11/R12/R13	October 3-4, 2018; October 10-11, 2018 October 17-18, 2018; October 24-25, 2018 October 30-31, 2018	GAME ARENA INTERNET CAFE – 2 <sup>nd</sup> Floor, Bolton St., Davao City.

9. After accomplishing your reservation and payment, please wait for further updates regarding the finalization of your scheduled training before booking a flight. Thank you.



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

**ATTENTION:** Ronald A. Bucayan                      **DATE:** \_\_\_\_\_

**FAX:**                      (02) 721-4724 / 661-8850 / 955-6469

**MESSAGE:**    Please fill-up the form below written or typewritten and fax to National Training Secretariat at (02) 721-4724/ (02) 661-8850 or email to: atc3@e-blackboards.com

**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"/> LGU <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> GFI <input type="checkbox"/> Others -				
Contact Person:				
<b>Name of Participant/s (Please make sure the spelling is correct, written or typewritten and readable)</b>			Mobile No.	Position/s
First Name	Middle Initial	Last Name		
Telephone No. Cell phone No.		Fax No.		Email Address

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve	(Follow up) Mode of Payment
			Cash or Cheque Deposit

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.

**IMPORTANT: PLEASE SPECIFY YOUR FOOD RESTRICTION ACCORDING TO YOUR RELIGION OR HEALTH CONDITION.**

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Requested by:

\_\_\_\_\_  
 Signature over printed name

CONFIRMATION CODE #: NTS R11/R12/R13 BT 2018



**e-Blackboards Learning and Solutions Inc.**  
Unit 302, 3/F Emerald Place Bldg., 604 Shaw Blvd., Brgy. Kapitolyo, Pasig City  
Tel. No. (02) 721-4724; (02) 661-8850 \* VAT Reg. TIN: 009-514-616-000

**VATReg.TIN:009-514-616-000**

**STATEMENT OF ACCOUNT  
PhilGEPS Training**

Statement of Account No.: \_\_\_\_\_ Deposit Slip Bank Reference Code \_\_\_\_\_ Date Due: \_\_\_\_\_ 5 days before training schedule \_\_\_\_\_  
Statement Date: \_\_\_\_\_

**Please fill-up the form below send through fax to National Training Secretariat at (02) 7214724 or (02) 6618850 or email at [atc3@e-blackboards.com](mailto:atc3@e-blackboards.com)**

Contact Person:	
Agency/Organization:	
Billing Address:	
Telephone/Fax No.	
Email Address	

Name of Participants	Training Fee of P2,400i SINCLUSIVE OF VAT	No. of Attendee/s	Training Schedule	Total Amount

Deposit payment only to:  Account Name: <b>E-Blackboards Learning and Solutions Inc.</b>  Account Number: Security Bank <b>0000-007822-013</b>  Account Number: EASTWESTBANK <b>200019631868</b> Bank: ANY Security Bank and EASTWESTBANK Branch	Note: <ol style="list-style-type: none"> <li>To ensure proper credit, please deposit your payment at least 5 days before your training schedule.</li> <li>Please attach your deposit slip and fax a copy of this statement to EBBSI Telefax No. (02) 7214724/6618850; Please submit orignal copy of deposit slip during registration.</li> <li>Any cancellations should be made at <b>least 5 WORKING DAYS</b> before the training schedule.</li> <li><b>Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.</b></li> </ol>
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**PLEASE ATTACH DEPOSIT SLIP HERE.**  
 For Efficient tracking of your payment,  
 We accept **CHEQUE** or **CASH DEPOSIT ONLY** to our Bank Accounts.  
 We strongly **DISCOURAGE** Payment of **CASH** or **CHEQUE** 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 EBSI:

Received by Agency/Date:

**Ronald A. Bucayan**

**Signature over printed name**