



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

DIVISION ADVISORY
No. 114, s. 2021
October 25, 2021

*In compliance with DepEd Order No. 8, s. 2013,
this advisory is issued not for endorsement as per DO No. 28, s. 2001
but for the information of DepEd Officials, Personnel, and the concerned public.
(visit <https://depedelsalvadorcity.net>)*

PHILGEPS TRAINING FOR PHASE 1 FOR THE MONTH OF NOVEMBER

Attached is the invitation from e-Blackboards Learning and Solutions for the PhilGEPS for Training for Phase 1 for the Month of November 2021.

BAC Members, Secretariat and Technical Working Group Teachers are invited to participate on this training.

For queries and/or clarification, interested participants are encouraged contact the organizer in the contact details provided in the invitation.

For information and guidance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl:

As stated

Reference:

e-mail from the organizer

To be indicated in the Perpetual Index
under the following subjects:

TRAINING PHILGEPS

OASDS/DLL





October 21, 2021

Ms. Olga C. Alonsabe
OIC-School Division Superintendent
Department of Education - Division of El Salvador City

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.

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 **BAC members, Secretariat and Technical Working Group** 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 procuring entities in various regions, which will open opportunities for information exchange and sharing of experiences in procurement.

Below are the schedules for the month, which will be on a first confirmed-first served basis:


Month	Tentative Dates
NOVEMBER	<p align="center">NOVEMBER 3-4, 2021</p> <p align="center">NOVEMBER 8-9, 2021 NOVEMBER 10-11, 2021 NOVEMBER 12-13, 2021</p> <p align="center">NOVEMBER 15-16, 2021 NOVEMBER 17-18, 2021 NOVEMBER 19-20, 2021</p> <p align="center">NOVEMBER 22-23, 2021 NOVEMBER 24-25, 2021 NOVEMBER 26-27, 2021</p> <p align="center">NOVEMBER 29-30, 2021</p>

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 jdesales@e-blackboards.com or by telefax at (02) 7728-6883 or you may get in touch via mobile phone number 09366430483. 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 & CEO



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 11-2021**
2. Your Training Coordinator is: **Ms. Jesalie Desales**
Contact No: 0936-6430483; Telefax: (02) 7728-6883 / 7002-3207
Email: jdesales@e-blackboards.com
3. Please fill-out and sign the following forms and 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. 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
 - Telephone No.: (02) 7728-6883 / 7002-3207

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 2-3 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 NOVEMBER 2021

***	November 8-9, 2021	November 15-16, 2021	November 22-23, 2021	November 29-30, 2021	
November 3-4, 2021	November 10-11, 2021	November 17-18, 2021	November 24-25, 2021	**nothing follows**	
***	November 12-13, 2021	November 19-20, 2021	November 26-27, 2021		

Telefax: (02) 7728-6883 / 7002-3207

e-Mail: jdesales@e-blackboards.com





CONFIRMATION CODE: NTS BT 11-2021

ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 7-728-6883/ 7002-3207/ 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 / 7002-3207

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"/> 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 / 7002-3207

e-Mail: jdesales@e-blackboards.com



