



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



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DIVISION OF MALAYBALAY CITY DIVISION

RELEASED

DIVISION ADVISORY

DATE: 2/4/17 TIME: 4:23 PM
BY: Anabelle

**Dissemination of an Undated Letter
from the Department of Budget and Management Procurement Service
re: PhilGEPS Training**

TO: Elementary and Secondary School Heads
This Division

1. Enclosed herewith is the undated letter from Ms. Rosa Maria M. Clemente, Executive Director III, PhilGEPS Project Manager of the Department of Budget and Management-Procurement Service relative to the conduct of PhilGEPS Training for the elementary and secondary schools in this Division.
2. As such, all concerned are hereby advised to observe the schedule and the guidelines for reservation and confirmation in the attached document.
3. For information, guidance and dissemination.


EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

Encl.: As stated

Copy furnished: Records Section

To be posted in the Division website

ELO/RTQ/sylm



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE



Mr. Edilberto L. Oplenaria
OIC - Superintendent
Department of Education - Division of Malaybalay City
(088) 221-4597/813-2894

Subject: PHILGEPSS Training

Dear Sir/Madam,

Ever since the Government of the Philippines mandated the use of the PhilGEPSS as the single central portal of all public procurement activities, the Procurement Service as the agency managing the development and operation of the PhilGEPSS has been training its users on the use of the system to support a more open, transparent and competitive environment.

The issuance of Administrative Order # 17, by the Office of the President, on July 28, 2011 entitled: "Directing the Use of the Procurement Service and the Philippine Government Electronic Procurement System in Procurement Activities in Accordance with R.A. 9184 and Improving the Operation of the Procurement Service" has reiterated the need for transparency and accountability in government procurement.

Based on the GPRA, a total of more 47,000 NGAs, GOCCs, SUCs and LGUs are required to use the PhilGEPSS. However, at present only more than 12,106 agencies are registered with PhilGEPSS, where the registration rate is highest among SUCs and NGAs, and lowest among barangays, municipalities and GOCCs.

We are writing to encourage your Public High Schools and Elementary Schools within your Schools Division jurisdiction to attend the PhilGEPSS Training for Phase 1 in order for the BAC Members, Secretariat and Technical Working group, to learn how to use the PhilGEPSS for its procurement requirements. We acknowledge that DepEd has issued Department Order No. 6, S. 2008 with regards to PhilGEPSS registration and posting, and we hope that implementation of such within the DepEd is adhered to. Please accomplish the attached confirmation from which require a list of your participants. Also found therein are the corresponding dates of training for the month. Trainings are to be held for two (2) days at designated venues. Training fee is Php. 2,400.00/participant (inclusive of VAT) inclusive of a training kit, lunch and snacks. Please make check payment for the account of the eBlackboards Solutions, Inc.

Further, we are also requesting your good office to give us the list of your accredited suppliers/contractors so that we can invite them to register and attend the supplier orientation. This will give them a better understanding of what the system is all about and will enable them to take advantage of the PhilGEPSS features and functions. ✓

For inquiries and/or clarification, please contact the training secretariat by e-mail at csalen@eblackboards.net; apocua@eblackboards.net, or by telefax at (02) 661-8850, or you may contact eBlackboards Solutions at (02) 861-5280 or 861-5245.

Let's all support "Ang Daang Matuwid"!

Thanks and regards.

Very truly yours,

ROSA MARIA M. CLEMENTE
Exec. Director III, PhilGEPSS Project Manager



Republic of the Philippines
Department of Budget and Management
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 : R10 AP-BT 02-2014
Your Training Coordinator is: Aiell Pocua
Contact No: (02) 721-4724 / 0919-3562363
2. Please fill-up and sign the ff. forms
 - Confirmation Form
 - Statement of Account (SOA)
3. Deposit payment only to EBBSI bank accounts:

We have two (2) Bank Accounts.

1a. Bank # 1 and Branch: Banco De Oro (BDO) – Shaw Blvd., Stanford Branch

- Account Name: **eBlackBoards Solutions, Inc.**
- Account Number: **2810058330**
- Deposit to any BDO Branch

2a. Bank # 2 and Branch: East West Bank – Wack-Wack Branch (No Bank Transaction Charges)

- Account Name: **eBlackBoards Solutions, Inc.**
- Account Number: **27302000884**
- Deposit to any East West Bank Branch
- We only accept either Cheque or Cash Deposit only to our BDO Account
- No CASH Payment upon Registration.
- **Official Receipt will be issued in exchange of Original copy of deposit slip**

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 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: apocua@eblackboards.net
 - **Please SUBMIT original copy of Deposit Slip upon registration**
 - **Slots will be given on a first come, first serve 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 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)

	Schedule	Time	Slots Available
<input type="checkbox"/>	February 6-7, 2014	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>	February 11-12, 2014	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>	February 13-14, 2014	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>	February 19-20, 2014	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
2nd Floor Norkis Building, Vamenta Boulevard,
Carmen, Cagayan De Oro City

You may also visit the Philgeps website at www.philgeps.gov.ph

Thank you.

CONFIRMATION CODE #: R10 AP-BT 02-2014



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE



ATTENTION: Alell Pocua

DATE: _____

FAX: _____

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
(PHIGEPS 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:				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 #: R10 AP-BT 02-2014

BlackBoards 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: BDO 2810058330 Account Number: East West Bank 27302000684	<ol style="list-style-type: none"> To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 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. Any cancellation should be made at least <u>5 working days</u> before the training schedule. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of <u>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 BDO Account.
we strongly **DISCOURAGE** Payment of **CASH/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 EBBSI:

Alell Pocua

Received by Agency/ Date:

Signature over printed name



Republic of the Philippines
Department of Budget and Management
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

- 7.0 Award Creation
 - 7.1 Create a Bidder's List
 - 7.2 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 AMP
- 8.0 Pending Task
- 9.0 Opportunities
 - 9.1 Open Opportunities
 - 9.2 Former Opportunities
 - 9.3 Award Notices
- 10.0 Directory
 - 10.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum
Distribution of Certificates