



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2020-09-320  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 3:57  
BY: \_\_\_\_\_  
SEP 02 2020 *g. f. m.*

DIVISION MEMORANDUM  
NO. 320 s. 2020

To: Public Elementary and Secondary School Heads  
Schools Bids and Awards Committee Members  
Schools Procurement Personnel  
All Others Concerned

From: **VICTORIA V. GAZO, PhD., CESO V**  
Schools Division Superintendent *g*

Subject: **PhilGEPS Training (Phase 1) for September 2020**

Date: August 27, 2020

1. For information and guidance, this Office hereby enjoins all Schools Bids and Awards Committee Members and Schools Procurement Personnel to attend the PhilGEPS Training (Phase 1) to be conducted in the month of September 2020.
2. This is to ensure that all schools are compliant to DepEd Order No. 06, s. 2008 with regards to PhilGEPS registration and posting.
3. Enclosed is the copy of the invitation from PhilGEPS for reference.

TO BE POSTED IN THE WEBSITE





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

August 12, 2020

Dr. VICTORIA V. GARO, CESO V  
School Division Superintendent  
Department of Education - Division of Malaybalay City  
(088) 314-0094  
malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com

Dear Sir,

We all are aware that the conduct of regular PHILGEPS Training classes all over the country had been unduly affected by the spread of the CoVid-19, such that this important activity had been halted for the country to respond to this pandemic and ensure the security, health and safety of our countrymen.

Until such time as a vaccine to combat this health challenge is discovered and rolled out, we deemed it timely to launch the conduct of full online training for PhilGEPS, using available online platforms that will mirror the usual 2-days face-to-face sessions we used to deliver, utilizing our training site where hands-on training can be facilitated virtually, as well as our Learning Management System (LMS), complemented by such platforms as Zoom and Google Meet.

Since classes will be purely virtual, participants from a confirmed class can consists of procurement officers from different regions, which will open opportunities for information exchange and sharing of experiences.

Given 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.

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

Month	Tentative Dates
SEPTEMBER	SEPTEMBER 1-2, 2020; SEPTEMBER 3-4, 2020 SEPTEMBER 7-8, 2020; SEPTEMBER 9-10, 2020; SEPTEMBER 11-12, 2020 SEPTEMBER 14-15, 2020; SEPTEMBER 16-17, 2020; SEPTEMBER 18-19, 2020 SEPTEMBER 21-22, 2020; SEPTEMBER 23-24, 2020; SEPTEMBER 25-26, 2020 SEPTEMBER 28-29, 2020

Please accomplish the attached confirmation form which require a list of your participants. Trainings are to be held for two (2) days. Training fee is Php2,000.00/participant (inclusive of VAT). Please make check payment for the account of the e-Blackboards Learning and Solutions, Inc.

For inquiries and/or clarification, please contact us by email at [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com) or by telefax (02) 7728-6883; 8721-4724; 7955-6469.

Wash your hands, wear your masks, stay CoVid-free, and we hope to see you soon in one of our trainings!

Very truly yours,

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



## 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 NCRBT 09-2020**
2. Your Training Coordinator is: **MS. JESALIE DESALES**  
Contact No: 09366430483; Telefax: (02) 8721-4724 / (02) 7955-6469 / (02) 7728-6883  
Email: [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com)
3. Please fill-out and sign the following forms and fax/email to EBSI 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: **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
  - 4b. Bank #2 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 Security Bank or East West Bank Account

**OFFICIAL RECEIPT AND CERTIFICATES will be sent by email after the online training.**

**NOTE: We strongly DISCOURAGE bank to bank payment (Advice to Debit Account – ADA) and Cash or Cheque Payment upon REGISTRATION.**

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](mailto:jdesales@e-blackboards.com)
  - Telefax: (02) 8721-4724 / (02) 7955-6469 / (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: 8:00AM – 5:00 PM**

<b>TENTATIVE SCHEDULES for the month of SEPTEMBER 2020</b>					
<input type="checkbox"/>	SEPTEMBER 1-2, 2020	<input type="checkbox"/>	SEPTEMBER 11-12, 2020	<input type="checkbox"/>	SEPTEMBER 21-22, 2020
<input type="checkbox"/>	SEPTEMBER 3-4, 2020	<input type="checkbox"/>	SEPTEMBER 14-15, 2020	<input type="checkbox"/>	SEPTEMBER 23-24, 2020
<input type="checkbox"/>	SEPTEMBER 7-8, 2020	<input type="checkbox"/>	SEPTEMBER 16-17, 2020	<input type="checkbox"/>	SEPTEMBER 25-26, 2020
<input type="checkbox"/>	SEPTEMBER 9-10, 2020	<input type="checkbox"/>	SEPTEMBER 18-19, 2020	<input type="checkbox"/>	SEPTEMBER 28-29, 2020



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**ATTENTION: JESALIE DESALES**

**DATE:** \_\_\_\_\_

**CONTACT NUMBER:** (02) 8-721-4724/ (02) 7-955-6469/ (02) 7-728-6883/ 09366430483

**MESSAGE:** Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com) or fax to National Training Secretariat at (02) 8-721-4724

**CONFIRMATION FORM**  
**(PhilGEPS Training for Government Entities)**

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

<b>Government Entity:</b>					
<b>Address:</b>				<b>Region:</b>	
<b>Type of Organization</b> : <input type="checkbox"/> NGA <input checked="" type="checkbox"/> FI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others					
<b>Contact Person:</b>			<b>Tel. No.</b>	<b>Mobile No.</b>	<b>Fax No.</b>
<b>Participants Details:</b>					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
<b>Email Address:</b>					

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve
	8:00 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



## e-Blackboards Learning and Solutions, Inc.

5th flr. Sentro Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City  
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009 514-616-000

### 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) 7-728-6883 or (02) 7-955-6469**

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: <b>Account Name:</b> <b>E-BLACKBOARDS LEARNING AND SOLUTIONS INC.</b> Account Number: SECURITY BANK <b>0000-007822-013</b> Account Number: East West Bank <b>200019631868</b>	<b>Note:</b> 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) 8721-4724/ 7955-6469; Please Submit original copy of deposit slip during registration. 5. Any cancellation should be made <u>at least 5 days</u> before the training schedule. 6. Please take note that there is a <b>LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,000 (inclusive of VAT)</b> per participant to cover costs.
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**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.**

Issued by EBLSI:  
**JESALIE DESALES** \_\_\_\_\_

Received by Agency/ Date:  
 \_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME** \_\_\_\_\_