Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 19, 2023

DIVISION MEMORANDUM

No. 31 , s. 2023

To: SDO Bids and Awards Committee, BAC Sec and TWG
School Bids and Awards Committee, BAC Sec and TWG
All Others Concerned

DISSEMINATION OF PHILGEPS PILOT FACE TO FACE TRAINING SCHEDULE

1. For the information and guidance of concerned personnel who are interested to participate, enclosed are PhilGEPS invitation letter and forms for pilot face to face training.

2. Immediate dissemination of this Memorandum is hereby enjoined.

DEP-ED
SCIENCE CITY OF MUÑOZ
RECEIVED
JAN 19 2023
by: 4:40

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address**: munozscience.city@deped.gov.ph

e-Blackboards
Learning and Solutions, Inc.

January 17, 2023

Mr. Dante G. Parungao
Schools Division Superintendent
Department of Education - Division of Science City of Muñoz

Dear Sir:

Section 3 © of RA 9184, and its 2016 Revised IRR mandate that all procurement shall be governed by the principle, among others, of having streamlined procurement process that will uniformly apply to all government procurement and shall be simple and made adaptable to advances in modern technology in order to achieve and ensure efficient and effective methods. Section 8.1.1. of the same IRR provides that the PHILGEPS shall serve as the primary and definitive source of information on government procurement, and provides that PHILGEPS will continue its modernized efforts to expand its functionalities so that Government may have a fully electronic government procurement system with full functionalities at each stage. This will be realized through the Modernized PhilGEPS, which as of this time, is still on pilot implementation and that full implementation is expected by early 2023.

Given that, and in order to respond to the procurement training needs of most entities, E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI), continues to offer the basic Version 1.5 PHILGEPS training, to allow Buyer agencies to create and post bid notices as well as Award notifications, and be compliant with the implementation of RA 9184 provisions, while awaiting full implementation of the MPHILGEPS.

EBLSI currently provides ***tried and tested solutions*** for online training on the use of PHILGEPS having successfully launched the conduct of full online classes in time of COVID, using available online platforms that mirror the usual 2-days sessions conducted face-to-face, facilitated and anchored by Certified PHILGEPS Trainers from different entities nationwide, using **Zoom** complemented by the PHILGEPS Learning Management System for tutorial guidance and system use.

As well, with most education facilities already opening up for face-to-face classes, we have embarked on the re-opening of in-person classes, a pilot class of which will be implemented on ***January 30-31; February 15-16, 22-23 and 27-28, 2023*** at the EBLSI Training Facility at the 5/F, Sentro Kapitolyo Bldg., West Capitol Dr., corner Stella Mariz St., Brgy. Kapitolyo, Pasig City. This will be opened only for regions around Metro Manila, as we are still checking out the availability of training facilities all over the country, which were greatly impacted by the COVID pandemic.

Hence, if your agency **BAC members, Secretariat and Technical Working Group** require **PHILGEPS Training for Version 1.5, enroll now!** You are most welcome!

The pilot face-to-face class will be on a first confirmed-first served basis, with only 50% capacity, and reservations are available and accessed via our website: https://e-blackboards.com ; your gateway for training enrollment and registration.

For inquiries and/or clarification, please contact us by email at jdesales@e-blackboards.com; or by **tel no. at (02) 7002-3207** or you may get in touch via mobile phone numbers 09924718093/ 09924886489/ 09924886480.

We hope to see you soon in one of our trainings!

Very truly yours,

ELIZABETH M. PEREZ
President

e-Blackboards Learning and Solutions inc.
5th Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

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 AMP

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

Telefax: (02) 7002-3207
e-Mail: idesales@e-blackboards.com

e-Blackboards Learning and Solutions inc.
5th Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

ATTENTION:

IMPORTANT INFORMATION: (Please Read Carefully)

Once your attendance is confirmed, please do the following steps to progress in your application for **PhilGEPS Face-to-Face Buyers Training**:

1. Your Confirmation Code is: **NTS F2FBT2023-02**
2. Your Training Coordinator is: **MS. JESALIE DESALES**
   Contact No: 0992-4886489; Tel no: (02) 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: **P2,750.00/participants** (inclusive of VAT, official receipt, certificates, AM & PM snack and lunch)

   4a. Bank #1 and Branch: **Land Bank-Ortigas Center-Pearl Drive** *(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 any of our Landbank, Security Bank or East West Bank Account

   OFFICIAL RECEIPT will be issued in exchange of original copy of deposit slip

NOTE: If your payment is "Bank to Bank Payment" (Advice to Debit Account – 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
   - Tel no: (02) 7002-3207
   - Please SUBMIT the original copy of Deposit Slip upon registration

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 and hotel unless your reservation and schedule are confirmed to avoid unnecessary expenses.**

PLEASE TAKE NOTE THAT SLOTS WILL BE GIVEN ON A FIRST COME-FIRST SERVE BASIS

6. A map of the training venue will be sent to your agency 3-4 days before the training.
7. Participant/s must have BASIC COMPUTER knowledge
8. Participant/s must be FULLY VACCINATED. Vaccination Card will be presented upon registration.
9. Participant/s must wear facemask throughout the duration of the training.
10. Temperature will be checked upon entry of the venue. Participants with high temperature will not be allowed to enter.

Schedule may be changed depending on the number of participants confirmed
TIME: 8:30AM – 5:00 PM

TENTATIVE SCHEDULES for the month of JANUARY & FEBRUARY 2023		
	SCHEDULES	SLOTS AVAILABLE
☐	January 30-31, 2023	35 slots
☐	February 15-16, 2023	35 slots
☐	February 22-23, 2023	35 slots
☐	February 27-28, 2023	35 slots

Venue: EBLSI Training Center, 5th Floor Sentro Kapitolyo Building, #59 West Capitol Drive cor. Stella Maris, Barangay Kapitolyo,Pasig City

e-Blackboards Learning and Solutions inc.
5th Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

CONFIRMATION CODE: NTS BT2023-02

ATTENTION: JESALIE DESALES **DATE:** _____

CONTACT NUMBER: (02) 7002-3207 / 0992-4886489

MESSAGE: Please fill-out the form below **(READABLE AND CORRECT NAME spelling of participants)** and email to **jdesales@e-blackboards.com** or call to EBLSI at (02) 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 : ☐ 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 Restrictions:**	

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 P1,375 (inclusive of VAT) per participant to cover costs.**

Requested by:

_____
Signature over printed name

Telefax: (02) 7002-3207
e-Mail: jdesales@e-blackboards.com

e-Blackboards Learning and Solutions inc.
5th Flr. Sentro Kapitolyo Bldg, #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig Ctiy

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 email to EBLSI at jdesales@e-blackboards.com

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: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** Account Number: LAND BANK **3731-0048-96** Account Number: SECURITY BANK **0000-007822-013** Account Number: East West Bank **200019631868**	3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule. 4. Please attached your deposit slip and email a copy of this statement to EBLSI email; jdesales@e-blackboards.com 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 P1,375 (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.

Issued by EBLSI:

JESALIE DESALES

Received by Agency/Date:

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7002-3207
e-Mail: jdesales@e-blackboards.com