



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 539, s. 2020

November 11, 2020

ATTENDANCE TO THE PHILGEPS BUYERS' TRAINING

To: Basilio P. Mana-ay, Jr.
ASDS, BAC Chairperson

- Attached is a letter-invitation from Ms. Elizabeth M. Perez, President, E-Blackboards Learning and Solutions, the sole training partner of Procurement Service-PhilGEPS regarding the conduct of PhilGEPS Training Phase 1: PhilGEPS Buyers' Training on December 1-2, 2020. The training will be conducted using virtual modality.
- In connection with the above, the division office participants to the training shall be the following:

NAME	POSITION
1. Basilio P. Mana-ay, Jr., EdD	ASDS, BAC Chairperson
2. Peter-Jason C. Senarillos	SEPS, BAC Secretariat
3. Eleser D. Mateo	EPS II, BAC Secretariat
4. Myleen C. Robiños	PDO II, BAC Secretariat

- A training fee of PhP 2,000.00 per participant shall be paid to E-Blackboards Learning and Solutions through the bank account provided in their letter-invitation.
- Training fee shall be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
- For your guidance and compliance.

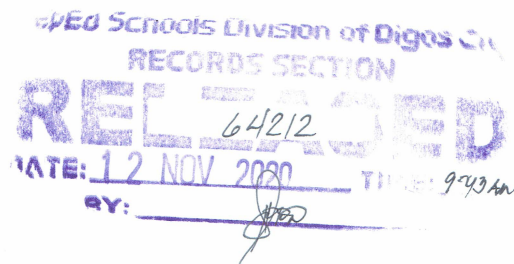
CRISTY C. EPE
Schools Division Superintendent

Encls: Letter Invitation

References:

To be indicated in the Perpetual Index under the following subjects:
PROCUREMENT PhilGEPS TRAINING

PJSENARILLOS:
11 November 2020



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

Ms. Cristy C. Epe
full-fledged Superintendent
Department of Education - Division Office of Digos City
Tel/Fax no: (082) 5538376/5538375/5538396
Email: digos.city@deped.gov.ph

Attention: Schools and District Offices under Division Offices
Dear Sir/Ma'am;

The conduct of regular PHILGEPS Training classes all over the country is currently affected by the spread of the CoVid 19, so much so that for a time, this important activity had been halted as the country needed to respond to this pandemic and ensure the security and safety of our countrymen. You are aware as well, that until a vaccine to combat this health challenge is discovered, training on the use of the PHILGEPS on an in-person or face-to-face basis will be an utmost impossibility.

E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI) has the *tried and tested solutions* for online training on the use of PHILGEPS! **EBLSI**, as a private entity, is tasked to undertake the centralized campaign on the conduct of trainings nationwide having worked with the **Procurement Service-PHILGEPS** since 2010 as their sole training partner. We have successfully launched the conduct of a full online PHILGEPS training in July, using available online platforms that mirror the usual 2-days sessions we used to deliver. This was accomplished through the use of the **PHILGEPS training site** where hands-on training can be facilitated virtually, as well as the **PHILGEPS Learning Management System (LMS)**, and complemented by **Zoom** and **Google Meet**, and anchored by Certified PHILGEPS Trainers from different procurement entities nationwide.

We are thus, writing to invite your agency to be seek the assistance and support inviting all **Division and all the schools within its jurisdiction** to attend the **PhilGEPS Training for Phase 1**. 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.

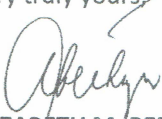
Below are the schedules for the month, which will be on a first confirmed-first served basis:

Month	Tentative Dates
NOVEMBER/DECEMBER	November 23-24, 2020 November 25-26, 2020 November 27-28, 2020 December 1-2, 2020 December 3-4, 2020 December 7-8, 2020 December 9-10, 2020 December 11-12, 2020 December 14-15, 2020 December 16-17, 2020 December 18-19, 2020 December 21-22, 2020

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 **Php 2,000.00** 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 csentin@e-blackboards.com or by **telefax at (02) 7-728-6883**
or you may get in touch via mobile phone numbers 09362878373.

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

Very truly yours,

ELIZABETH M. PEREZ
President



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:

Telefax: (02) 7728-6883

e-Mail: csentin@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: Christopher Sentin

DATE: _____

CONTACT NUMBER: (02) 7-728-6883/ 09362878373

MESSAGE: Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to csentin@e-blackboards.com or fax to National Training Secretariat at (02) 7728-6883

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:					

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

STATEMENT OF ACCOUNT-BT **PhilGEPS Training**

Statement of Account No.:

Deposit Slip Bank Reference

Date Due:

5 days before training

Telefax: (02) 7728-6883

e-Mail: csentin@e-blackboards.com





Code

schedule

Statement Date:

Please fill-out the form below and fax to National Training Secretariat at
(02) 7-728-6883

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: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868		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) 7728-6883; 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 LATE-CANCELLATION and NON-ATTENDANCE CHARGE of <u>P1,000 (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 **Bank Account**.

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

Issued by EBLSI:

Received by Agency/ Date:

CHRISTOPHER SENTIN

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883

e-Mail: csentin@e-blackboards.com

