



Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City



**DIVISION ADVISORY**

TO : School Principals  
School BAC Chairmen  
This Division

FROM: ~~CHERRY MAE L. LIMBACO, Ph.D., CESO V~~  
Schools Division Superintendent *Cherry*

Date: October 25, 2017

Subject: **INVITATION FROM THE DBM-PROCUREMENT SERVICE,  
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT  
SYSTEM TO ATTEND PHILGEPS TRAINING FOR PHASE 1**

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1. This Office informs the School Principals and School BAC Chairmen to attend the PhilGEPS Training for Phase 1 with the following tentative schedules:

November 2-3, 2017  
November 9-10, 2017  
November 16-17, 2017  
November 23-24, 2017

2. Attached is the invitation letter from Exec. Dir. Rosa Maria M. Clemente, Project Manager from Philgeps with the steps to progress in your application for training, training schedules and program of activities.

CLL/egpc



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

October 25, 2017

Ms. Cherry Mae L. Limbaco  
School Division Superintendent  
Department of Education - Division of Misamis Oriental  
(088) 856-4524/856-4454  
depedmor@gmail.com

Attention: **BAC Chairman; School Principals**

Dear Madam:

Greetings!

Good procurement is essential to ensure good public services, from buying goods and services that work as they are supposed to, to achieving savings that can be ploughed back into front-line services. PhilGEPS is committed to proactively participate in the challenges of contributing to procurement reforms by maintaining a safe and secure internet-based, open, and competitive marketplace for government procurement. PhilGEPS also embraces the task in helping develop procurement professionals and partnering with other government agencies to bring about reforms that will reflect our fervor to ensure that procurement drives further advancement in our delivery of public services to match the Filipinos' rightly held high expectations for a government that serves the public's best interests.

The PhilGEPS System Modernization Project is on-going and is aimed to improve on the technical design and architecture of the system to ensure further efficiency and streamlining towards full implementation of electronic procurement in our country.

It is for this reason 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.

REGION	TENTATIVE SCHEDULES	VENUE
Region 10	NOVEMBER 2-3, 2017; NOVEMBER 9-10, 2017 NOVEMBER 16-17, 2017; NOVEMBER 23-24, 2017	Mineski Infinity, Cagayan De Oro City

Please accomplish the attached confirmation form which require a list of your participants. Also found therein are the corresponding dates of the training. Trainings are to be held for two (2) days at designated venues. Training fee is **Php2,400.00/participant (inclusive of VAT)** inclusive of a training kit, lunch and snacks. Please make check payment for the account of the **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**

For inquiries and/or clarification, please contact the training secretariat by e-mail at [jdsales@e-blackboards.com](mailto:jdsales@e-blackboards.com) or by telefax at (02) 721-4724, 9556469, 6618850 or you may contact **e-BlackBoards Learning and Solutions** at (02) 861-5280 or 8615245.

We hope to see you in one of our trainings!

Thanks and regards.

Very truly yours,

  
Exec. Dir. **ROSA MARIA M. CLEMENTE**  
Project Manager, PhilGEPS



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PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

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

- 7.1 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



Republic of the Philippines  
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**Important Information**

**ATTENTION!**

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

1. Your Confirmation Code is : NTS R10BT 10-2017
2. Your Training Coordinator is: Jesalie Desales  
 Contact No: (02) 721-4724 / 661-8850 / 9556469 / 09366430483

3. Please fill-up and sign the ff. forms
  - Confirmation Form
  - Statement of Account (SOA)

4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts:

Registration Fee: P2,400.00/participants (Inclusive of training materials, AM and PM snacks, lunch, and certificates)

**3a. 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

**3b. 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 will be issued in exchange of Original copy of deposit slip**

**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 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)
  - Security Bank or East West Bank deposit slip to EBLSI Training Secretariat
    - Telefax No. (02) 7214724/ (02) 6618850/ (02) 9556469
  - Please write your name & Confirmation Code before sending fax to EBLSI
  - 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: [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com)
  - Please **SUBMIT original copy of Deposit Slip** upon registration
  - Slots will be given on a **first come, first serve basis**

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

6. A map of the training location will be faxed to your office 3-4 days before the training.

7. For any inquiries, you may call EBLSI Office
  - Telefax No. (02) 7214724/ (02) 661-8850/ (02) 9556469
  - Telephone Nos. (02) 861-5280; (02) 861-5245

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

\*Schedule and venue location may be changed depending on the number of participants confirmed

	TENTATIVE SCHEDULES	TIME	SLOTS AVAILABLE
<input type="checkbox"/>	NOVEMBER 2-3, 2017	08:30 am – 05:00 pm	POSTPONED
<input type="checkbox"/>	NOVEMBER 9-10, 2017	08:30 am – 05:00 pm	10 slots
<input type="checkbox"/>	NOVEMBER 16-17, 2017	08:30 am – 05:00 pm	50 slots
<input type="checkbox"/>	NOVEMBER 23-24, 2017	08:30 am – 05:00 pm	50 slots

Tentative venue: Mineski Infinity, Cagayan de Oro City

CONFIRMATION CODE #: NTS R10BT 10-2017



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

**ATTENTION:** JESALIE DESALES

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

**FAX:** (02) 7214724 / 6618850 / 9556469

**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 / (02) 9556469

**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 type="checkbox"/> GFI <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>					
<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>	<b>Tel. No</b>	<b>Mobile No</b>	<b>Position</b>
<b>Email Address:</b>				<b>Food Restriction:</b>	

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 #: NTS R10BT 10-2017**



**e-Blackboards Learning and Solutions, Inc.**

Unit 302, 3/F Emerald Place Bldg., 604 Shaw Boulevard, Brgy. Kapitolyo, Pasig City  
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-514-616-000

**STATEMENT OF ACCOUNT-BT  
PhilGEPSTraining**

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:
<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>	3. To ensure proper credit, please deposit your payment at least <b>5 days before</b> your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7214724/ 6618850/ 9556469; Please Submit original copy of deposit slip during registration. 5. Any cancellation should be made <b>at least 5 days before</b> the training schedule. 6. Please take note that there is a <b>LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT)</b> 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**.  
 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 EBLSI:

JESALIE DESALES

Received by Agency/ Date:

\_\_\_\_\_  
 Signature over printed name