

DepEd Regional Advisory No. 1123, s. 2020
October 23, 2020

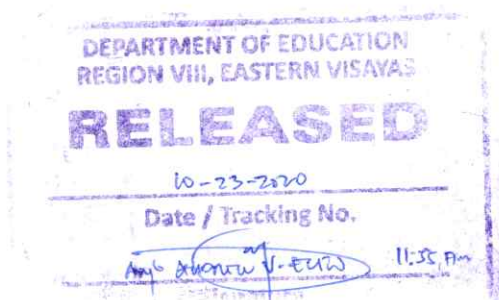
In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit deped.in/ro8issuances)

PHILGEPS TRAINING PHASE 1

Attached is a letter from E-Blackboards Learning and Solutions, Inc. (EBLSI) announcing the conduct of the PhilGEPS Training Phase 1 via Zoom and Google Meet on dates indicated.

Considering that this is an Advisory, Schools Division Superintendents are given the discretion to act on this matter.

HRDD-MCAM
DepEd RO8 ATA-F21 (CY2018-v03-r00)





e-Blackboards

Learning and Solutions, Inc.
REGION VIII, EASTERN VISAYAS

October 22, 2020

Dir. Ramir B. Uytico, Ed.D.,CESO IV
Regional Director
Department of Education Regional Office VIII
Email: region8@deped.gov.ph
Tel. / Fax No.: (053) 323-7031 / 5869 / 6075 / 3156F / 832-6431 / 524-9120 / 563-7615

OFFICE OF THE DIRECTOR IV	
Date and Time Received 10-22-20 11:00	Signature
Date and Time Released 23 OCT 2020 11:00	Signature

RECEIVED

10-22-2020 / # 6097

Date / Tracking No.

[Signature] 4:40 pm

Dear Sir,

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. (EBSI) has the **tried and tested solutions** for online training on the use of PHILGEPS! **EBSI**, 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 July as their sole training partner. We have successfully launched the conduct of a full online PHILGEPS training class last month, 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 **Division Office BAC members, Secretariat and Technical Working Group, Division Offices, Public High Schools and Elementary 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	November 13-14, 2020 / November 16-17, 2020
	November 21-22, 2020 / November 23-24, 2020
	November 25-26, 2020 / November 27-28, 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 **Php2,000.00** 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 mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.com or by **telefax** at (02) 7-728-6883 or you may get in touch via mobile phone number at 0961-283-3965 / 0905-628-411.

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

Very truly yours,

[Signature]
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





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 **Online PhilGEPS Buyers Training**:

1. Your Confirmation Code is: **MDG V BT 11-2020**
2. Your Training Coordinator is: **MS. MAY DE GUZMAN**
Contact No: 0961-283-3965/0905-628-4115; Telefax: (02) 7728-6883
Email: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.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 thru LBC/Abest/JRS 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: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.com
 - Telefax: (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

TENTATIVE SCHEDULES for the month of OCTOBER 2020

	NOVEMBER 3-4, 2020		NOVEMBER 13-14, 2020		NOVEMBER 23-24, 2020
	NOVEMBER 5-6, 2020		NOVEMBER 16-17, 2020		NOVEMBER 25-26, 2020
	NOVEMBER 9-10, 2020		NOVEMBER 18-19, 2020		NOVEMBER 27-28, 2020
	NOVEMBER 11-12, 2020		NOVEMBER 21-22, 2020		**nothing as follows**

Telefax: (02) 7728-6883

e-Mail: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.com





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: MDG V BT 11-2020

ATTENTION: **May De Guzman**

CONTACT NUMBER: **(02) 7728-6883 / 0961-283-3965 / 0905-628-4115**

DATE: _____

MESSAGE: Please fill-out the form below (READABLE AND CORRECT NAME spelling of participants) and e-mail to mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.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: <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	M.I.	Last Name	Tel No.	Mobile No.	Position
Email address:					

Date	Time	No. of Slot Reserve

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

Telefax: (02) 7728-6883

e-Mail: mdeguzman@e-blackboards.com & mdeguzman.eblackboards@gmail.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 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. 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 P1,000 (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.
 We strongly **DISCOURAGE** bank to bank payment (Advice to Debit Account – ADA) and **Cash or Cheque** Payment upon **REGISTRATION**.

Issued by EBLSI:
May De Guzman
_____ **MAY DE GUZMAN**

Received by Agency/Date:

SIGNATURE OVER PRINTED NAME

