



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 28, 2021

OFFICE MEMORANDUM

No. **286**, s. 2021

To: BAC Secretariat
Technical Working Group

PHILGEPS TRAINING FOR PHASE I

- Attached is a letter from E-blackboards Learning and Solutions, Inc. (EBLSI) on the conduct of PhilGEPS Training for PHASE 1 on July 19-20, 2021 via online.
- The participants to this activity are as follows:

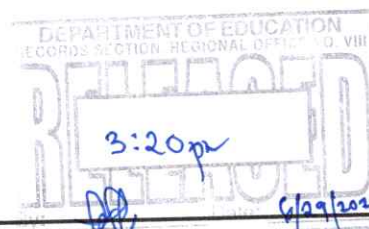
Name	Position	Division
Rachel Cuevas	Head, BAC Secretariat	QAD
Queenielyn Yu	Member, BAC Secretariat	PAU
Robert Ecot	Member, BAC Secretariat	Finance
Mikko Duero	Member, BAC Secretariat	ICT
Albert Avila	Member, BAC Secretariat	BAC
Jennylynd Daya	Member, BAC Secretariat	PPRD
Janice Delopere	Member, TWG	PPRD
Mary Joy Cabaluna	Member, TWG	Legal

3. The training fee of Two Thousand Pesos (P 2,000.00) shall be charged against the training fund of the participants Functional Division, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

BAC-MCAM



DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 1



Government Center, Candahug, Palo, Leyte
(053) 832-2997 | region8@deped.gov.ph
ISO 9001:2015 Certified



18 JUN 2021 OFFICE OF THE DIRECTOR IV
 Date and Time Received 4:48 Signature
 18 JUN 2021 5:20 Signature



e-Blackboards

Learning and Solutions, Inc.

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. VIII
 4531
 BY: *Rdh* TIME: 4:03

June 16, 2021

Ms. Ma. Gemma M. Ledesma, CESO V
 Regional Director
 Department of Education Regional Office VIII
 Tel. / Fax No.: (053) 323-5869 / 323-3156
 Email Address: region8@deped.gov.ph, pau.region8@deped.gov.ph

Dear Madam,

The Government Policy and Procurement Board, reiterated in CIRCULAR 01- 2021 issued on 4 March 2021 with the subject line - Transparency, Accountability and Good Governance in the Procurement Process reminds all Procuring Entities (PEs) to abide by transparency and accountability requirements under the Republic Act (RA) No. 9184 and its 2016 revised IRR, the General Appropriations Act (GAA), Resolutions issued by the Government Procurement Policy Board (GPPB) and other relevant laws, rules and regulations. Training on the use of PhilGEPS which is the primary source and repository of information on government procurement is a requirement that members of BAC members, Secretariat and TWG must be adept with.

In the past, PHILGEPS Training all over the country had been conducted via in-person or face-to-face classes. As PHILGEPS's training partner and provider, **E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI)** came up with the *tried and tested solutions* for online training on the use of PHILGEPS which we have been implementing *productively* and *efficiently* since July 2020, and is facilitated and anchored by Certified PHILGEPS Trainers from different procurement entities nationwide, using platforms such as Zoom and Google Meet that mirror the usual 2-days sessions we used to deliver and complemented by the PHILGEPS Learning Management System for tutorial guidance on system use.

We are thus, writing to invite your **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 consist of procurement officers from different government agencies in various 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
JULY	JULY 1-2, 2021
	JULY 5-6, 2021 / JULY 7-8, 2021 / JULY 9-10, 2021
	JULY 12-13, 2021 / JULY 14-15, 2021 / JULY 16-17, 2021
	JULY 19-20, 2021 / JULY 21-22, 202 / JULY 23-24, 2021
	JULY 26-27, 2021 / JULY 28-29, 2021 / JULY 30-31, 2021

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. You may likewise check our website <https://e-blackboards.com> - your additional gateway for training registration.

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

Very truly yours,

ELIZABETH M. PEREZ
 President

5/F, Sentro Kapitolyo Buiding
 West capitol Drive, Brgy. Kapitolyo, Pasig City, Metro Manila, Philippines, 1603
 Tel. #s: (02) 7-728-6883

Efficient, Effective and Responsive Learning Solutions

Handwritten note:
 OKD mmm
 6/17/21



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 07-2021**
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. 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 Address: 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: 8:00 AM – 5:00 PM

TENTATIVE SCHEDULES for the month of JULY 2021					
	JULY 1-2, 2021		JULY 14-15, 2021		JULY 26-27, 2021
	JULY 5-6, 2021		JULY 16-17, 2021		JULY 28-29, 2021
	JULY 7-8, 2021		JULY 19-20, 2021		JULY 30-31, 2021
	JULY 9-10, 2021		JULY 21-22, 2021		**nothing as follows**
	JULY 12-13, 2021		JULY 23-24, 2021		**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 07-2021

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





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		<ol style="list-style-type: none">To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule.Please attached your deposit slip and fax a copy of this statement to EBLSI Telefax No. (02) 7728-6883.Any cancellation should be made at least 5 days before the trainingschedule.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:

Received by Agency/Date:


May 10, DC Guzman

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883

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

