



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capital Area, Dumaguete City

[www.depednegor.net](http://www.depednegor.net)

[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

SGOD Office (035) 225 - 6180

June 12, 2017

**DIVISION MEMORANDUM**

No. 296 s. 2017

**PHILGEPS TRAINING FOR PHASE 1**

TO: ASDS  
Chiefs, CID & SGOD, DEPS, SEPS, EPS  
District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is the **NIR Regional Memorandum No. 195, s. 2017** disseminating the schedule of PHILGEPS TRAINING FOR PHASE I for the months of June and July.
2. For other details, see attached communication and enclosure.
3. All interested participants are directed to submit to this office their names for issuance of Travel Order then confirm their attendance with the Training Management for possible accommodation.
4. For the information, guidance and compliance of all concerned.

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent, Schools Division Superintendent

6/12/17

JUN 12 2017



June 9, 2017

<b>RELEASED</b>	
CONTROL NO.	1736
RELEASED BY:	<i>[Signature]</i>
DATE RELEASED:	6/9/17

**REGIONAL MEMORANDUM**

No. 195, s. 2017


**PHILGEPS TRAINING FOR PHASE 1**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Attached is a communication from Exec. Dire. Rosa Maria M. Clemente, Project Director, Philippine Government Electronic Procurement System (PhilGEPS), inviting participants to attend the PhilGEPS Training for Phase 1 in Cebu City.
2. Participants to the training are Division BAC members, Secretariat and Technical Working Group, Division Offices, Public High Schools, and Elementary Schools.
3. Tentative schedules and venue are as follows:

Dates	Venue
June 20-21, 2017	Mineski Portal, Unit 7 GQS Plaza, Banilad, Cebu City
June 27-28, 2017	
July 6-7, 2017	
July 13-14, 2017	
July 18-19, 2017	
July 27-28, 2017	

4. For further details, please refer to the attached communication.
5. Travelling and other relative expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
6. For information and wide dissemination.

  
**GILBERT A. SADSAD, Ph.D. CESO V**  
Director III  
OIC-Regional Director



Deped Nir <depednir@gmail.com>

**PhilGEPS National Training Secretariat**

2 messages

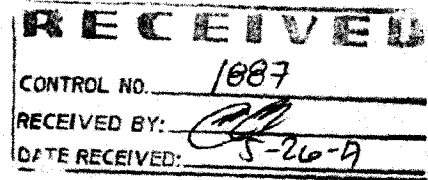
atc2@e-blackboards.com <atc2@e-blackboards.com>  
To: depednir@gmail.com

Fri, May 26, 2017 at 11:24 AM

Good day,

Please acknowledge upon receipt of this email. Kindly see attached file.  
Thank you!

May De Guzman  
Assistant Area Training Coordinator



Department of Education - Negros Island Region.pdf  
623K

Deped Nir <depednir@gmail.com>  
To: atc2@e-blackboards.com

Fri, May 26, 2017 at 11:28 AM

This is to acknowledge receipt of your email.

Thank you.

-DepEd NIR Regional Office  
[Quoted text hidden]



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

May 26, 2017

Dir. Gilbert T. Sadsad  
Regional Director  
Department of Education - Negros Island Region  
Tel. Fax No.: (035) 422-6227 / 420-9702 / 336-2816 / 509-5971 / 7653 / 337-3892 / 335-0207

Dear Sir,

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.

In April 2014, the PhilGEPS System Modernization Project was awarded and initiated to improve on its technical design and architecture 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 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, in compliance of the Government Procurement Reform Act (GPRA) or R.A. 9184 and specifically Administrative Order No. 17 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.

Below are the tentative schedules in your region:

Region	Dates	Venue
7	June 20-21, 2017; June 27-28, 2017; July 6-7, 2017; July 13-14, 2017; July 18-19, 2017; July 27-28, 2017	Mineski Portal, Unit 7, GQS Plaza, Banilad, Cebu City

SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.

Trainings are to be held for two (2) days at the designated venues. Kindly accomplish the attached confirmation form which require a list of your participants. Training Fee is Php2,400.00 per participant (inclusive of VAT), also inclusive of a training kit, lunch and snacks. Please make check payment for the account of eBlackboards Solutions Inc., our training provider.

For inquiries and/or clarification, please contact us by email at [scruz@e-blackboards.com](mailto:scruz@e-blackboards.com); [mdeiuma@e-blackboards.com](mailto:mdeiuma@e-blackboards.com); [atc2@e-blackboards.com](mailto:atc2@e-blackboards.com) or by telefax at (02) 721-4724; 661-8850; 955-6469; 861-5280 or 861-5245. We hope to see you in one of our trainings!

Very truly yours,

  
Exec. Dir. ROSA MARIA M. CLEMENTE  
Project Director, PhilGEPS



**Attention: Important Information**

**(Please Read Carefully)**

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

1. **FIRST STEP:** Please fill-up the confirmation form and send through FAX or email to EBBSI for your reservation.
2. **FOR FOLLOW-UP:** fill-up and sign the statement of account together with deposit slip (SOA W/ PAYMENT) and send through FAX or email to EBBSI.
3. **CONTACT DETAILS:** Your Confirmation Code is: **MDG R7 BT 06-2017**
  - A. Your Training Coordinator is: **Francis Ely A. Dela Cruz**
    - Contact No: **0930-7783131**
    - Email: **fcruz@e-blackboards.com mdejumo@e-blackboards.com**
  - B. PhilGEPS National Training Secretariat – **eBlackboards Solutions, Inc.**
    - Telefax No. (02) 721-4724 / (02) 661-8850 / (02) 955-6469
    - Tel. Nos. (02) 861-5280 / (02) 861-5245
4. **PAYMENT DETAILS:** Deposit payment in any of these BANK:
  - Bank: **Security Bank – Pasig, Shaw Blvd. Branch**
  - Account Name: **eBlackBoards Solutions, Inc.**
  - Account Number: **0000-007821-903**
  - Deposit to ANY SECURITY BANK BRANCH
  
  - Bank: **East West Bank – Mandaluyong, Wack-Wack Branch**
  - Account Name: **eBlackBoards Solutions, Inc.**
  - Account Number: **200019631914**
  - Deposit to ANY EAST WEST BANK
  - We only accept either Cheque or Cash Deposit only to our SECURITY BANK and EASTWEST Bank Account
  - No CASH Payment upon Registration.
  
  - **Official Receipt will be issued upon training day in exchange of Original copy of deposit slip**
  - **Please SUBMIT ORIGINAL COPY of Deposit Slip upon registration**
  - **Please take note that slots will be given on a FIRST COME, FIRST SERVE BASIS**
5. A map of the training location will be faxed to your office 3-4 days before the training.
6. **For any inquiries, you may call EBBSI Office**
  - Telefax No. (02) 7214724/ (02) 661-8850/ (02) 955-6469
  - Telephone Nos. (02) 861-5280; (02) 861-5245
7. You may also visit the PhilGEPS website at [philgeps.gov.ph](http://philgeps.gov.ph)
8. **SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.**

Region	Dates	Venue
7	June 20-21 2017; June 27-28, 2017; July 6-7, 2017; July 13-14, 2017; July 18-19, 2017; July 27-28, 2017	Mineski Portal, Unit 7, GQS Plaza, Banilad, Cebu City

9. **After accomplishing your reservation and payment, please wait for further updates regarding the finalization of your scheduled training before booking a flight or accommodation. Thank you.**



**CONFIRMATION CODE #: MDG R7 BT 06-2017**

**ATTENTION:** Francis Ely A. Dela Cruz

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

**FAX:** (02) 721-4724 / 661-8850

**MESSAGE:** Please fill-up the form below written or typewritten and fax to National Training Secretariat at (02) 721-4724/ (02) 661-8850/ (02) 955-6469 or email to: [fcruz@e-blackboards.com](mailto:fcruz@e-blackboards.com); [mdejumo@e-blackboards.com](mailto:mdejumo@e-blackboards.com) or [atc2@-blackboards.com](mailto:atc2@-blackboards.com)

**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"/> LGU <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> GFI <input type="checkbox"/> Others -				
Contact Person:				
<b>Name of Participant/s (Please make sure the spelling is correct, written or typewritten and readable)</b>			Mobile No.	Position/s
First Name	Middle Initial	Last Name		
Telephone No. Cell phone No.		Fax No.		Email Address

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve	(Follow up) Mode of Payment
			Cash or Cheque Deposit

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.

**IMPORTANT: PLEASE SPECIFY YOUR FOOD RESTRICTION ACCORDING TO YOUR RELIGION OR HEALTH CONDITION.**

Requested by:

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



CONFIRMATION CODE #: MDG R7 BT 06-2017

**eBlackBoards Solutions Inc.**

... leading the transformation of education and training ...

VAT Reg. TIN: 007-623-011-000

**STATEMENT OF ACCOUNT  
 PhilGEPS Training**

Statement of Account No.: \_\_\_\_\_ Deposit Slip Bank Reference Code \_\_\_\_\_ Date Due: 5 days before training schedule  
 Statement Date: \_\_\_\_\_

Please fill-up the form below send through fax to  
 National Training Secretariat at (02) 7214724 / (02) 6618850 / (02) 9556469 or  
 email at fcruz@e-blackboards.com\_or mdejumo@e-blackboards.com

Contact Person:	
Agency/Organization:	
Billing Address:	
Telephone/Fax No.	
Email Address	

Name of Participants	Training Fee of P2,400 is INCLUSIVE OF VAT	No. of Attendee/s	Training Schedule	Total Amount

Deposit payment only to:  Account Name: <b>eBlackBoards Solutions, Inc.</b> Account Number: SECURITY BANK <b>0000-007821-903</b> Account Number: EAST WEST BANK <b>200019631914</b>  Bank: ANY SECURITY BANK and EAST WEST BANK Branch	Note:  <ol style="list-style-type: none"> <li>To ensure proper credit, please deposit your payment at least <b>5 days</b> before your training schedule.</li> <li>Please attached your deposit slip and fax a copy of this statement to EBBSI Telefax No. (02) 7214724/ 6618850; Please Submit original copy of deposit slip during registration.</li> <li>Any cancellation should be made <b>at least 5 WORKING DAYS</b> before the training schedule.</li> <li>Please take note that there is a <b>LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.</b></li> </ol>
--	--

**PLEASE ATTACH DEPOSIT SLIP HERE**  
 For Efficient tracking of your payment,  
 We accept CHEQUE or CASH DEPOSIT ONLY to our Bank Accounts.  
 We strongly **DISCOURAGE** Payment of **CASH or CHEQUE** upon REGISTRATION.  
 For any inconvenience, you may call our National Training Secretariat at (02) 861-5280; 861-5245; Telefax Nos. (02) 7214724/ (02) 6618850/ (02) 9556469. Thank you.

Issued by EBBSI:

*Francis F. de la Cruz*  
 Francis F. A. De la Cruz

Received by Agency/ Date:

Signature over printed name



Republic of the Philippines  
Department of Budget and Management  
PHILGEPS - PROCUREMENT SERVICE



**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**