



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

July 31, 2017

**DIVISION MEMORANDUM**

No. 401 s. 2017

**PhilGEPS TRAINING FOR PHASE I**

TO : Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a communication from Philippine Government Electronic Procurement System (PhilGEPS) announcing the schedule of **PHI** LGEPS Training for Phase I for the month of August and September, 2017.
2. For details, refer to the attached communication.
3. Interested participants are requested to make arrangement with the Training Management Team for possible accommodation on a certain schedule, before requesting for a Travel Authority from the Schools Division Superintendent.
4. Registration, travelling and other incidental expenses relative to the attendance to this activity is chargeable against School MOOE funds or any local funds available, subject to the usual accounting and auditing rules and regulations.
5. For the information and guidance of all concerned.

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

to: *Thorn*

31 JUL 2017





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

July 21, 2017

Mr. Salustiano T. Jimenez, CESO VI  
Schools Division Superintendent  
Department of Education - Division of Negros Oriental  
Email: negros.oriental@deped.gov.ph / marianitadips@yahoo.com  
(035) 225-0667 / 2376 / 2838 / 7644 / 7643 / 5283 / 1640

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	August 29-30, 2017; September 14-15, 2017 September 19-20, 2017; September 28-29, 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 e-Blackboards Learning and Solutions Inc., our training provider.

For inquiries and/or clarification, please contact us by email at [fcruz@e-blackboards.com](mailto:fcruz@e-blackboards.com); [mdejumo@e-blackboards.com](mailto:mdejumo@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



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**



## 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 EBLSI 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 EBLSI.
3. **CONTACT DETAILS:** Your Confirmation Code is: **MDG R7 BT 08-2017**
  - A. Your Training Coordinator is: **Francis Ely A. Dela Cruz**
    - Contact No: **(02) 661-8850 / 721-4724 / 0930-7783131**
    - Email: **atc2@e-blackboards.com, fcruz@e-blackboards.com, mdejumo@e-blackboards.com**
  - B. PhilGEPS National Training Secretariat – **e-Blackboards Learning and 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: **e-BlackBoards Learning and Solutions, Inc.**
  - Account Number: **200019631868**
  - **Deposit to ANY SECURITY BANK BRANCH**
  
  - Bank: **East West Bank – Mandaluyong, Wack-Wack Branch**
  - Account Name: **e-BlackBoards Learning and 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 EBLSI 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	August 29-30, 2017; September 14-15, 2017; September 19-20, 2017; September 28-29, 2017	Mineski Portal, Unit 7, GQS Plaza, Banilad, Cebu City

### 9. IMPORTANT REMINDER:

After accomplishing your reservation and payment, please wait for further updates regarding the finalization of your training schedule before booking a flight or any mode of transportation and accommodation. We will keep in touch as soon as the schedule is finalized not later than a week before the training schedule.



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



**ATTENTION TO:** Francis Ely A. dela Cruz

**Confirmation Date:** \_\_\_\_\_

**MESSAGE:** Please fill-out the form below (readable and correct name spelling of participants) 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@e-blackboards.com](mailto:atc2@e-blackboards.com)

**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>					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
<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:**

- Any rescheduling/cancellation of slot/s should be made at least 5 working days before the training schedule.
- 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

