



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

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

www.depednegor.net

negros.oriental@deped.gov.ph

SGOD Office (035) 225 - 6180

October 24, 2017

DIVISION MEMORANDUM

No. 597 s. 2017

PhilGEPS TRAINING FOR PHASE I

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

1. Attached is communication from EXEC. DIR. ROSA MARIA M. CLEMENTE, Project Director, Procurement Service Philippine Government Electronic Procurement System (PhilGEPS), announcing the schedule and venue for the PhilGEPS Trainign for Phase I, for the month of November, 2017.
2. For details, see attached communication. *Interested participants are advised to contact the training management first, for possible reservation/accommodation before requesting for issuance of a travel order from Schools Division Superintendent.*
3. Travel/registration and other incidental expenses relative to the attendance of this activity is chargeable against School MOOE for school personnel and Division MOOE for Division personnel.
3. For the information and guidance of all concerned.

Aljordan 10/24/2017
f: SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent

24 OCT 2017

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MA'AM RACHEL



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

October 13, 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.cnm / annabelle31163@yahoo.com
(035) 225-0667 / 2376 / 2838 / 7644 / 7643 / 5283 / 1640

4-2471
879
2017

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.

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 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	November 7-8, 2017 November 14-15, 2017 November 21-22, 2017 November 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 e-Blackboards Learning and Solutions Inc., our training provider.

For inquiries and/or clarificatinn, please contact us by email at fcruz@e-blackboards.com; mdejumo@e-blackboards.com; 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 EBSI 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 EBSI.
3. **CONTACT DETAILS:** Your Confirmation Code is: **MDG R7 BT 10-2017**
 - 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: **0000007822013**
 - **Deposit to ANY SECURITY BANK BRANCH**

 - Bank: **East West Bank – Mandaluyong, Wack-Wack Branch**
 - Account Name: **e-BlackBoards Learning and Solutions, Inc.**
 - Account Number: **200019631868**
 - **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 EBSI 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

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

Region	Dates	Available Slots
7	November 7-8, 2017	50 slots
	November 14-15, 2017	50 slots
	November 21-22, 2017	50 slots
	November 27-28, 2017	50 slots

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.

CONFIRMATION CODE #: MDG R7 BT 10-2017



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; mdejumo@e-blackboards.com or atc2@e-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"/> 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	Middle Initial	Last Name	Tel. No	Mobile No	Position
Email Address:				Food Restriction:	

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

