

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

May 15, 2017

DIVISION MEMORANDUM

No. 245 s. 2017

PHILGEPS TRAINING FOR PHASE I

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

1. Attached is a communication from **Exec. Dir. Rosa Maria M. Clemente, Project Director, PhilGEPS**, inviting BAC members, Secretariat and Technical Working Group, of the Division, Public Elementary and Secondary School Heads and personnel who were not trained yet in the PhilGEPS Training for Phase I, to attend the said training on the following dates and venue stated below.

DATE	VENUE
JUNE 6-7, 2017	MINESKI PORTAL, UNIT 7, GQS PLAZA, BANILAD, CEBU CITY
JUNE 13-14, 2017	MINESKI PORTAL, UNIT 7, GQS PLAZA, BANILAD, CEBU CITY
JUNE 20-21, 2017	MINESKI PORTAL, UNIT 7, GQS PLAZA, BANILAD, CEBU CITY
JUNE 27-28, 2017	MINESKI PORTAL, UNIT 7, GQS PLAZA, BANILAD, CEBU CITY

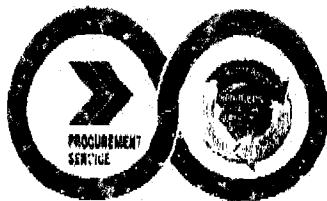
2. Interested participants are requested to choose a specific schedule, then have it confirmed by the training management before sending their names to this office for the issuance of a **Travel Order**.

3. Registration, travel and other incidental expenses relative to the attendance of this training is chargeable against Division/School/Local MOOE Funds subject to the usual accounting and auditing rules and regulations.

4. For the information and guidance of all concerned.

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

15 MAY 2017



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

Ms. Lelanie T. Cabrera (OIC)
OIC - Schools Division Superintendent
Department of Education - Division of Negros Oriental
Tel. Fax No.: (035) 225-0667 / 2376 / 2838 / 7644 / 7643 / 5283 / 1640

P: 5/12/17
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Dear Madam,

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 the 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. 2018 with regards to PhilGEPS registration and posting, and we hope that implementation of such within the DepEd is adhered to.

Below are the tentative schedule in your region:

Region	Dates	Venue
7	June 6-7, 2017; June 13-14, 2017 June 20-21, 2017; June 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 fcruz@e-blackboards.com; mdeiumo@e-blackboards.com; atc2@e-blackboards.com or by telefax at (02) 721-4724; 661-850; 935-469; 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



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PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

CONFIRMATION CODE #: NTS FEDC R7 BT 06-2017

BlackBoards 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 mdejuna@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: eBlackBoards Solutions, Inc. Account Number: SECURITY BANK 0000-007821-903 Account Number: EAST WEST BANK 200019631914 Bank: ANY SECURITY BANK and EAST WEST BANK Branch	Note: 1. To ensure proper credit, please deposit your payment at least 5 days before your training schedule. 2. 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. 3. Any cancellation should be made at least 5 WORKING DAYS before the training schedule. 4. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.
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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.



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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: **NTS FEB 17 BT 06-2017**
 - A. Your Training Coordinator is: **Francis E. A. Dela Cruz**
 - Contact No: **0930-7783131**
 - Email: **fcruz@e-blackboards.com** or **ndejume@e-blackboards.com**
 - B. PhilGEPS National Training Secretariat – **eBlackboards Solutions, Inc.**
 - Telefax No. **(02) 721-4724 / (02) 861-8850 / (02) 955-6469**
 - Tel. Nos. **(02) 861-5280 / (02) 861-5245**
4. **PAYMENT DETAILS:** Deposit payment in any of these BANKS:
 - 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 in our SECURITY BANK and EASTWEST Bank Account
 - No CASH Payment upon Registration.
 - **Official Receipt will be issued upon training date 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) 861-8850/ (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	Venue
7	June 6-7, 2017 June 13-14, 2017 June 20-21, 2017 June 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.



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CONFIRMATION CODE/A: NTS FEDC 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) 955-6460 or email to: fcruz@e-blackboards.com or mdejumo@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"/> LGU <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> GFI <input type="checkbox"/> Others				
Contact Person:				
Name of Participant/s (Please make sure the spelling is correct, written or typewritten and readable)			Mobile No.	Position/s
First Name	Middle Initial	Last Name		