



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SAVADOR CITY**

---

ADVISORY No. 04, s. 2021

May 20, 2021

In compliance with DepEd Order No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.

(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

**PHILGEPS TRAINING FOR BAC MEMBERS, SECRETARIAT  
AND TECHNICAL WORKING GROUP**

This is to inform the field that E-Blackboards Learning and Solutions, Inc. (EBLSI) is inviting BAC members, Secretariat and Technical Working Group to attend the 2-day virtual PhilGEPS Training for Phase I scheduled for the month of June.

Training on the use of PhilGEPS which is the primary source of information on government procurement is a requirement that BAC members, secretariat and TWG must be adept with.

Attached is the invitation letter from EBLSI with details and other arrangements for interested participants.

For information and guidance.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





May 18, 2021

Ms. Olga C. Alonsabe  
OIC-School Division Superintendent  
Department of Education - Division of El Salvador City

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 **BAC members, Secretariat and Technical Working Group** 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 procuring entities in various regions, which will open opportunities for information exchange and sharing of experiences in procurement.

Below are the schedules for the month, which will be on a first confirmed-first served basis:

Month	Tentative Dates
JUNE	<b>JUNE 1-2, 2021   JUNE 3-4, 2021</b> <b>JUNE 7-8, 2021   JUNE 9-10, 2021</b> <b>JUNE 14-15, 2021   JUNE 16-17, 2021   JUNE 18-19, 2021</b> <b>JUNE 21-22, 2021   JUNE 23-24, 2021   JUNE 25-26, 2021</b> <b>JUNE 28-29, 2021</b>

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 [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com) or by telefax at (02) 7728-6883 or you may get in touch via mobile phone number 09366430483. 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 & CEO



## PhilGEPS TRAINING & EDUCATION PROGRAM

### 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

###### Day 2

- 6.0 My Profile
  - 6.1. View Own Profile
  - 6.2. Update Own Profile
  - 6.3. Change Password
  - 6.4. Activity
- 7.0 Award Creation
  - 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
- 10.0 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 Online PhilGEPS Buyers Training:

1. Your Confirmation Code is: **NTS BT 06-2021**
2. Your Training Coordinator is: **MS. JESALIE DESALES**  
Contact No: 09366430483; Telefax: (02) 7728-6883  
Email: [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com) | [jdesales.eblackboards@gmail.com](mailto:jdesales.eblackboards@gmail.com)
3. Please fill-out and sign the following forms and fax/email to EBLSI 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/participant** (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 ABest Express/JRS Express/LBC after the online training.

**NOTE: We strongly DISCOURAGE bank to bank payment (Advice to Debit Account – ADA)**

5. FAX or 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: [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com) / [jdesales.eblackboards@gmail.com](mailto:jdesales.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: 8:30 AM – 5:00 PM**

### **TENTATIVE SCHEDULES for the month of JUNE 2021**

<input type="checkbox"/>	<b>JUNE 1-2, 2021</b>	<input type="checkbox"/>	<b>JUNE 14-15, 2021</b>	<input type="checkbox"/>	<b>JUNE 25-26, 2021</b>
<input type="checkbox"/>	<b>JUNE 3-4, 2021</b>	<input type="checkbox"/>	<b>JUNE 16-17, 2021</b>	<input type="checkbox"/>	<b>JUNE 28-29, 2021</b>
<input type="checkbox"/>	<b>JUNE 7-8, 2021</b>	<input type="checkbox"/>	<b>JUNE 18-19, 2021</b>	<input type="checkbox"/>	<b>**nothing as follows**</b>
<input type="checkbox"/>	<b>JUNE 9-10, 2021</b>	<input type="checkbox"/>	<b>JUNE 21-22, 2021</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>JUNE 11-12, 2021</b>	<input type="checkbox"/>	<b>JUNE 23-24, 2021</b>	<input type="checkbox"/>	



## 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 email/fax to National Training Secretariat at  
(02) 7-728-6883; [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com)

Contact Person:	[Redacted]		
Agency/Organization:	[Redacted]		
Billing Address:	[Redacted]		
Telephone/Fax No.	[Redacted]		
Email Address	[Redacted]		
Name of Participants	No. of Attendee/s	Training Schedule	Total Amount
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Deposit payment only to:	Note:		
<b>Account Name:</b> <b>E-BLACKBOARDS LEARNING AND SOLUTIONS INC.</b> Account Number: SECURITY BANK <b>0000-007822-013</b> Account Number: East West Bank <b>200019631868</b>	<ol style="list-style-type: none"><li>3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule.</li><li>4. Please attach your deposit slip and email a copy of this statement to EBLSI email; <a href="mailto:jdesales@e-blackboards.com">jdesales@e-blackboards.com</a></li><li>5. Any cancellation should be made <u>at least 5 days</u> before the training schedule.</li><li>6. Please take note that there is a <u>LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,000 (inclusive of VAT)</u> per participant to cover costs.</li></ol>		

### 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:

**JESALIE DESALES**

**SIGNATURE OVER PRINTED NAME**

Telefax: (02) 7728-6883

e-Mail: [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com)