

Advisory No. 063, s. 2021

September 28, 2020

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)

PHILGEPS TRAINING FOR PHASE I

The E-Blackboards Learning and Solutions, Inc. (EBLSI) will be conducting **PhilGEPS Training for Phase I**, tentatively scheduled as follows:

Week 1	August 2-3, 2021	August 4-5, 2021	August 6-7, 2021
Week 2	August 9-10, 2021	August 11-12, 2021	August 13-14, 2021
Week 3	August 16-17, 2021	August 18-19, 2021	August 20-21, 2021
Week 4	August 23-24, 2021	August 25-26, 2021	August 27-28, 2021
Week 5	August 30-31, 2021		

Target participants for this training are Bids and Awards Committee (BAC) members, Secretariat and Technical Working Group. The training will run for 2 days, with a fee of Php 2,000 per participant (inclusive of VAT).

For more details, kindly refer to the attached files.

For information and guidance.



OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadordcity.net | Email: elsalvador.city@deped.gov.ph



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

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 Online PhilGEPS Buyers Training:

1. Your Confirmation Code is: **NTS BT 08-2021**
2. Your Training Coordinator is: **Ms. Jesalie Desales**
Contact No: 0936-6430483; Telefax: (02) 7728-6883
Email: jdesales@e-blackboards.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: **Land Bank Ortigas Center – Pearl Drive Branch** (No Bank Transaction Charges)
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **3731-0048-96**
 - Deposit to any Land Bank Branch4b. Bank #2 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 Branch4c. Bank #3 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 Land Bank, Security Bank or East West Bank Account

OFFICIAL RECEIPT AND CERTIFICATES (hard copy) will be sent thru ABEST Express/JRS Express/LBC after the online training.

NOTE: If your payment is "bank to bank payment" (*Advice to Debit Account – LDDAP-ADA*), we suggest to transact it to our Land Bank account.

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
 - 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 2-3 days before your training schedule.

Schedule may be changed depending on the number of participants confirmed

TIME: 8:30AM – 5:00 PM

TENTATIVE SCHEDULES FOR AUGUST 2021

August 2-3, 2021	August 9-10, 2021	August 16-17, 2021	August 23-24, 2021	August 30-31, 2021	
August 4-5, 2021	August 11-12, 2021	August 18-19, 2021	August 25-26, 2021	**nothing as follows**	
August 6-7, 2021	August 13-14, 2021	August 20-21, 2021	August 27-28, 2021		

Telefax: (02) 7728-6883

e-Mail: jdesales@e-blackboards.com



CONFIRMATION CODE: NTS BT 08-2021

ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 7-728-6883/ 09362878373

MESSAGE: Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to jdesales@e-blackboards.com or fax to National Training Secretariat at (02) 7728-6883

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 checked="" 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:					

Please reserve me/us on this training schedule:

Date	Time	No. of Slot Reserve
	8:30 AM – 5:00 PM	

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 P1,000 (inclusive of VAT)** per participant to cover costs.

Requested by:

Signature over printed name

Telefax: (02) 7728-6883

e-Mail: jdesales@e-blackboards.com



e-Blackboards Learning and Solutions inc.

5th Flr. Sentro Kapitolyo Bldg. #59 W. Capitol Dr. cor Stella Maris St., Barangay Kapitolyo, Pasig City

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 fax to National Training Secretariat at
(02) 7-728-6883**

Contact Person:			
Agency/Organization:			
Billing Address:			
Telephone/Fax No.			
Email Address			
Name of Participants	No. of Attendee/s	Training Schedule	Total Amount
Deposit payment only to:	Note:		
Account Name: E-BLACKBOARDS LEARNING AND SOLUTIONS INC. Account Number: LAND BANK OF THE PHIL. 3731-0048-96 Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868	<ol style="list-style-type: none">3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule.4. Please attach your deposit slip and fax a copy of this statement to EBSI Telefax No. (02) 7728-6883;5. Any cancellation should be made <u>at least 5 days</u> before the training schedule.6. Please take note that there is a LATE-CANCELLATION and NON- ATTENDANCE CHARGE of P1,000 (inclusive of VAT) per participant to cover costs.		

PLEASE ATTACH DEPOSIT SLIP HERE.
For Efficient tracking of your payment,
We accept CHEQUE DEPOSIT/ CASH DEPOSIT Our Bank Accounts.

Issued by EBSI:

Received by Agency/Date:

JESALIE DESALES

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883
e-Mail: jdesales@e-blackboards.com



July 15, 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:

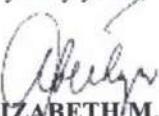
Month	Tentative Dates
AUGUST	August 2-3, 2021 August 4-5, 2021 August 6-7, 2021 August 9-10, 2021 August 11-12, 2021 August 13-14, 2021 August 16-17, 2021 August 18-19, 2021 August 20-21, 2021 August 23-24, 2021 August 25-26, 2021 August 27-28, 2021 August 30-31, 2021

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 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