



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



February 27, 2018

To: **Chief Education Supervisors**
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools

Dear Sirs/Mesdames:

Please find attached letter from Exec. Dir. Rosa Maria M. Clemente, Project Director, PhilGEPS re: PhilGEPS Training for Phase 1 which content is self-explanatory.

Participation to this activity is subject to the no-disruption-of-classes policy as stipulated in DepEd Order No.9, s. 2005, entitled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith". The school head should take the necessary measure to ensure that the teaching load of Teacher-Participants will be taken cared of and NO classes will be missed by the learners.

For your information and guidance.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MICHAEL T. RAPIZ

Chief Education Supervisor
Schools Governance and Operations Division
In-Charge of the Division

Stony

DIVISION LETTER
No. 034, s. 2018

ETB/cdb

"May katawhayan ag kaliapayan sa among mga escuelahan."



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

February 26, 2018

Dr. Jesse M. Gomez, CESO V
 Schools Division Superintendent
 Department of Education Division of Aklan
 Tel. / Fax No.: (036) 268-4234 / 4235 / 8632 / 6286
 Email: jessgomezaklan@yahoo.com.ph
 Attention: SAC Chairman, School Principals

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 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
6	March 6-7, 2018; March 13-14, 2018; March 20-21, 2018; March 27-28, 2018; April 4-5, 2018; April 12-13, 2018	Internet Copy Shoppe (ICS), Burgos St., La Paz, Iloilo 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 feruz@e-blackboards.com, mdejumo@e-blackboards.com, jic2@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,

Res. BY ROSA MARIA M. CLEMENTE
 Project Director, PhilGEPS

• Ortigas St., 1007 Pasig Manila
 • 20th Unit 2504, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

Tel. Nos. 863-9388/863-9398
 (02) 840-8900

CONFIRMATION CODE #: NAA R6 BT 03-2018



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; or atc2@e-blackboards.com, naspacio@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"/> CFI <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

Notes:

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 P1,200 (inclusive of VAT)** per participant to cover costs.

Requested by:

Signature over printed name

CONFIRMATION CODE #: NAA R6 BT 03-2018



e-Blackboards Learning and Solutions Inc.

Unit 302, 3rd Floor Emerald Place Bldg., 604 Shaw Blvd., Bigy. Kapitolyo, Pasig City
Tel. No. (02) 721-4724; (02) 661-8850 * VAT Reg. TIN: 009-514-616-000

VAT Reg. TIN: 009-514-616-000

**STATEMENT OF ACCOUNT-BT
PhilGEPSTraining**

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) 7214724 or (02) 6618850 or (02) 9556469

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: Account Name: e-Blackboards Learning and Solutions, Inc. Account Number: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868	Note: 3. To ensure proper credit, please deposit your payment at least 5 days before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to e-Blackboards Learning and Solutions, Inc. Telefax No. (02) 721-4724/661-8850; Please Submit original copy of deposit slip during registration. 5. Any cancellation should be made at least 5 days before the training schedule. 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,700 (inclusive of VAT) per
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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.**
 For any inconvenience, you may call our National Training Secretariat at
 (02) 861-5280; 861-5245; Telefax Nos. (02) 721-4724/ (02) 661-8850/ (02) 955-6469

Issued by EBSI:
Francis Ely Deia Cruz
 Received by Agency/ Date:
Signature over printed name



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



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 EBLST 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 EBLST.
3. **CONTACT DETAILS:** Your Confirmation Code is: **F2DC R6 BT 01-2018**
 - a. Your Training Coordinator is: **Francis Ely A. Dela Cruz**
 - Contact No: (02) 651-8850 / 721-4724 / 0930-7783131
 - arc2@e-blackboards.com, fcruz@e-blackboards.com, naspacio@e-blackboards.com
 - b. PhilGEPS National Training Secretariat – e-Blackboards Learning and Solutions, Inc.
 - Telefax No. (02) 721-4724 / (02) 651-8850 / (03) 955-6469
 - Tel. Nos. (02) 651-5280 / (02) 861-5245
4. **PAYMENT DETAILS:** Deposit payment in any of these BANK:
 - Bank: Security Bank – Pasig, Snow Blvd. Branch
 - Account Name: e-Blackboards Learning and Solutions, Inc.
 - Account Number: 6000-007822-019
 - **Deposit to ANY SECURITY BANK BRANCH**
 - Bank: East West Bank – Mandaluyong, Wack-Wack Branch
 - Account Name: e-Blackboards Learning and Solutions, Inc.
 - Account Number: 580019331868
 - **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 seats 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 EBLST Office
 - Telefax No. (02) 7214724/ (02) 651-8850/ (02) 955-6469
 - Telephone Nos. (02) 651-5280; (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
6	March 6-7, 2018	April 4-5, 2018	Internet Cappy Shoppe (ICS), Burgos St., La Paz, Iloilo City
	March 13-14, 2018	April 12-13, 2018	
	March 20-21, 2018	April 17-18, 2018	
	March 27-28, 2018	April 26-27, 2018	

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.



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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
 - 7.4 Create A Bid Notice - 2nd Stage Bidding
 - 7.5. Create an Award Notice
 - 7.6. Upload Associated Document
 - 7.7. Cancel/Postpone Fall a dth Notice
 - 7.8 Repeat Order
 - 7.9 View Detail Tracking Report
 - 7.10 Award Notice List
 - 7.11 MP
- 8.0 Pending Task
- 9.0 Opportunities
 - 9.1. Open Opportunities
 - 9.2. Former Opportunities
 - 9.3. Award Notices
- 10.1 Directory
 - 10.1.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum

Distribution of Certificates