



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

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



09 November 2017

**To: Public Schools District Supervisor/
Principals/Head Teacher in-charge of the District
Public Elementary, Secondary and Integrated School Heads
District/School Bids and Awards Committee (BAC) Member/s
Others Concerned**

Dear Sirs/Mesdames:

Greetings!

Please find attached invitation from Exec. Dir. Rosa Maria M. Clemente,
Project Director, PhilGEPS re: PhilGEPS Training for Phase 1.

For your information and guidance. Thank you.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

Dr. DOBIE P. PAROHINOG
Chief Education Supervisor
Curriculum Implementation Division
In-charge of the Division

DIVISION LETTER

No. 199 s. 2017

/mtr



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

November 8, 2017

Dr. Jesse M. Gomez, CESO V
Schools Division Superintendent
Department of Education Division Office of Aklan
Tel. / Fax No.: (036) 268-4284 / 4235 / 8632 / 8286

Attention: BAC 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 I. 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	November 21-22, 2017 November 27-28, 2017	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 formz@e-blackboards.com, mdelumo@e-blackboards.com, ate2@e-blackboards.com or by telefax at (02) 721-4724; 661-8850; 953-6469; 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 Create Pop-Up
- 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
 - 4.3 My Organization
 - 4.3.1. Organization Profile
 - 4.3.2. Sub-Organization List
 - 4.3.3. Organization Contact List
 - 4.3.4. Organization History
 - 4.3.5. Accredited Suppliers
 - 4.3.6. Blacklisted Suppliers
 - 4.4 My Profile
 - 4.4.1. View Own Profile
 - 4.4.2. Update Own Profile
 - 4.4.3. Change Password
 - 4.4.4. Activity

Day 2

- 7.1 Award Creation
 - 7.1.1 Create A Bidder's List
 - 7.1.2 How to Shortlist Suppliers
 - 7.1.3 Create A Bid Notice - 2nd Stage Bidding
 - 7.1.4 Create an Award Notice
 - 7.1.5 Upload Associated Documents
 - 7.1.6 Cancel/Postpone/Post a Bid Notice
 - 7.1.7 Request Order
 - 7.1.8 View Detail Tracking Report
 - 7.1.9 Award Notice List
 - 7.1.10 MP
- 8.0 Pending Task
- 9.0 Opportunities
 - 9.1 Open Opportunities
 - 9.2 Former Opportunities
 - 9.3 Award Notices
- 10.1 Directory
 - 10.1.1 Buyer Directory
 - 10.1.2 Supplier Directory

Open Forum

Distribution of Certificates



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



Attention: Important Information

(Please Read Carefully)

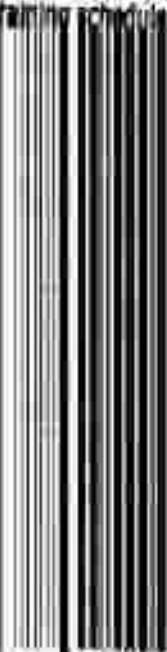
Once your attendance is confirmed, please do the following steps to progress in your application for PHILGEPS Training:

- FIRST STEP:** Please fill-up the confirmation form and send through FAX or email to EBBSI for your reservation.
- FOR FOLLOW-UP:** Fill-up and sign the statement of account together with deposit slip (DOA W/ PAYMENT) and send through FAX or email to EBBSI.
- CONTACT DETAILS:** Your Confirmation Code is: **FEDC R6 BT 11-2017**
 A. Your Training Coordinator is: **Francis Ely A. Dela Cruz**
 - Contact No. (02) 881-8850 / 721-4724 / (0930-7783131
 - Email: sta2@e-blackboards.com, fonzie@e-blackboards.com, mda@e-blackboards.com
 B. PHILGEPS National Training Secretariat - e-Blackboards Learning and Solutions, Inc.
 - Telefax No. (02) 721-4724 / (02) 681-8850 / (02) 930-6480
 - Tel. Nos. (02) 861-5280 / (02) 861-5245
- 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: 200019631868
 - Deposit to **ANY SECURITY BANK BRANCH**
 - Bank: East West Bank - Mandaluyong, Wack-Wack Branch
 - Account Name: e-Blackboards Learning and Solutions, Inc.
 - Account Number: 200019631914
 - 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 SERVED BASIS**
- A map of the training location will be faxed to your office 3-4 days before the training.
- For any inquiries, you may call EBBSI Office
 - Telefax No. (02) 721-4724 / (02) 681-8850 / (02) 930-6480
 - Telephone Nos. (02) 861-5280, (02) 861-5245
- You may also visit the PHILGEPS website at philgeps.com.ph
- SCHEDULE AND VENUE LOCATION MAY BE CHANGED DEPENDING ON THE NUMBER OF PARTICIPANTS CONFIRMED.**

Region	Dates	Venue
6	November 21-22, 2017 November 27-28, 2017	Internet Copy Shoppe (ICS), Burgos St., La Paz, Iloilo City

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.





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; mdelumpo@e-blackboards.com or stc2@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: ☐ NGA ☐ GFR ☐ GSOC ☐ SUC ☐ LGU ☐ 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 & OP Faxed to Training Secretariat

Note:

- Any rescheduling/cancellation of slot/s should be made at least 3 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

CONFIRMATION CODE #: FEDC R6 BT 11-2017

Please fill-out the form below and fax to National Training Secretariat at
(02) 7214724 or (02) 5618830 or (02) 9554469

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: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868	1. To ensure proper credit, please deposit your payment at least 2 days before your training schedule. 2. Please attached your deposit slip and fax a copy of this statement to e-Blackboards Learning and Solutions, Inc. Terefax No. (02) 721-4724/ 561-8830. Please submit original copy of deposit slip during registration. 3. Any cancellation should be made at least 3 days before the training schedule. 4. Please take note that there is a LATE CANCELLATION and NON-ATTENDANCE CHARGE of P1,100 (inclusive of VAT) per

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 inconveniences, you may call our National Training Secretariat at (02) 721-4724 / (02) 561-8830 / (02) 955-4469

Issued by EBSI:

Received by Agency/ Date:

Francis Ely Dale Cruz