DEPED DIVISION OF ANTIPOLLO CITY ADVISORY NO. III, S. 2018

In compliance with the DepEd Order No. 6, S. 2009
This Advisory is issued for the information of BAC Chairman and School Heads
August 20, 2018

PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS)
TRAINING FOR BAC CHAIRMAN AND SCHOOL HEADS.

The PhilGEPS System Modernization Project is on-going and is aimed to improve on the technical design and architecture of the system to ensure further efficiency and streamlining towards full implementation of electronic procurement in our country.

Schools Division and all the schools within its jurisdiction to attend the PhilGEPS Training for Phase 1, and all other succeeding trainings for new system developments on the PhilGEPS so they can familiarize themselves again with the use of the PhilGEPS and keep pace with the systems upgrade.

<table>
<thead>
<tr>
<th>REGIONS</th>
<th>TENTATIVE SCHEDULES</th>
<th>VENUE</th>
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</thead>
<tbody>
<tr>
<td>NCR, Region 3, 4A &amp; 4B</td>
<td>SEPTEMBER 4-5, 2018; SEPTEMBER 6-7, 2018&lt;br&gt;SEPTEMBER 11-12, 2018; SEPTEMBER 13-14, 2018&lt;br&gt;SEPTEMBER 18-19, 2018; SEPTEMBER 20-21, 2018&lt;br&gt;SEPTEMBER 25-26, 2018; SEPTEMBER 27-28, 2018</td>
<td>EBLSI Training Center, Chipeco&lt;br&gt;Bldg. Meralco Ave.&lt;br&gt;Cornner Shaw Blvd.&lt;br&gt;Pasig City</td>
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Please see attached PhilGEPS Training for BAC Chairman and School Heads for confirmation form and for your reference. Details of the seminar is indicated on the attached letter.

For the information of the field.
August 14, 2012

Dear Sir:

Greetings!

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 of 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.

The PHILGEPS System Modernization Project is on-going and is aimed to improve on the technical design and architecture of the system 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 Schools Division and all the schools within its jurisdiction, to attend the PHILGEPS Training for Phase 1, and all other succeeding trainings for new system developments on the PHILGEPS so you can re-visit from themselves upon the use of 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.

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Please accomplish the attached confirmation form which require a list of your participants. Also found therein are the corresponding dates of the training. Trainings are to be held for two (2) days at designated venues. Training fee is PhP2,498.60/participant [exclusive of VAT] inclusive of a training kit, lunch and snacks. Please make check payment for the account of the E-BLACKBOARDS LEARNING AND SOLUTIONS INC.

For inquiries and/or clarification, please contact the training coordinator by e-mail at gdesales@e-blackboards.com or by telephone at (02) 721-4724, 881-8560 or you may contact e-BlackBoards Learning and Solutions Inc. at (02) 8615230, 8655466 or 865245.

We hope to see you in one of our trainings!

Very truly yours,

Exec. Dir. ROSA MARIA M. CLEMENTE
Project Manager, PHILGEPS
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 Cancel/Postpone/Fail a Bid Notice
   7.7 Repeal Order
   7.8 View Detail Tracking Report
   7.9 View Award Notice List
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
Important Information

ATTENTION:

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

1. Your Confirmation Code is: MTS NCRBET 09-3018
2. Your Training Coordinator is: Jeselle Desales
   Contact No: (02) 721-4724 / 661-6950 / 9536469 / 09366430483
3. Please fill-up and sign the ff. forms
   - Confirmation Form
   - Statement of Account (SOA)
4. Deposit payment only to E-BLACKBOARDS LEARNING AND SOLUTIONS INC., bank accounts:

   Registration Fee: P2,400.00/participants (inclusive of training materials, AM and PM snacks, lunch, and certificates)

   3a. 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

   3b. 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: 200019631860
       - 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 will be issued in exchange of Original copy of deposit slip.

NOTE: We strongly DISCOURAGE bank to bank payment (account to account – ACH) and Cash or Cheque payment upon REGISTRATION.

5. MAX or email the ff. in order to reserve slots for the training:
   - Signed confirmation sheet (at least 5 days before the training schedule)
   - Signed Statement of Account (SOA)
   - Security Bank or East West Bank deposit slip to EBSL Training Secretariat.
   - Telephone No. (02) 721-4724 / (02) 661-6950 / (02) 9536469
   - Please write your name & Confirmation Code before sending fax to EBSL.
   - You can also send it via email. Just scan the ff.
   - duly filled up Confirmation Form (at least 5 days before the training schedule)
   - Signed Statement of Account.
   - Email to: jeselletxt@e-blackboards.com

   Please SUBMIT original copy of Deposit Slip upon registration

   Slots will be given on a first come, first serve basis.

   Note: *Schedule and venue may be changed depending on the number of participants confirmed. It will be confirmed 5-7 days before the training.

   *Please do not buy plane/bus/ferry tickets unless your reservation and schedule are confirmed to avoid unnecessary expenses.

6. A map of the training location will be faxed to your office 3-4 days before the training.

7. For any inquiries, you may call EBSL Training Office
   - Telephone No. (02) 721-4724/ (02) 661-6950 / (02) 9536469
   - Telephone No. (02) 661-5230 // (02) 9536-2465

*Please take note that Confirmation/Reservation is on First Come First Serve Basis

<table>
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<tr>
<th>TENTATIVE SCHEDULES</th>
<th>TIME</th>
<th>SLOTS AVAILABLE</th>
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<tbody>
<tr>
<td>SEPTEMBER 4-5, 2018</td>
<td>08:30 am – 05:00 pm</td>
<td>50 slots</td>
</tr>
<tr>
<td>SEPTEMBER 6-7, 2018</td>
<td>08:30 am – 05:00 pm</td>
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<td>08:30 am – 05:00 pm</td>
<td>50 slots</td>
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Brgy San Antonio, Pasig City.
Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

ATTENTION: JESALIE DESALES

DATE:________________________

FAX: (02) 7214724/6618850/ 9556469

MESSAGE: Please fill-out the form below (readable and correct name spelling of participants) and fax to National Training Secretariat at (02) 7214724/ (02) 6618850/ (02) 9556469

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  ☐ OR  ☐ GDOCC  ☐ SUC  ☐ LGU  ☐ Others

Contact Person: __________________________
Tel. No. __________________________
Mobile No. __________________________
Fax No. __________________________

Participants Details:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Tel. No</th>
<th>Mobile No</th>
<th>Position</th>
</tr>
</thead>
</table>

Email Address: __________________________
Food Restriction: __________________________

Please reserve me/us on this training schedule:

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<tr>
<th>Date</th>
<th>Time</th>
<th>No. of Slot Reserve</th>
<th>Date SOA &amp; DP Faxed to Training Secretariat</th>
</tr>
</thead>
</table>

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

Requested by: __________________________

Signature and printed name: __________________________
e-Blackboards Learning and Solutions, Inc.

Statement of Account No.:  
Deposit Slip Bank Reference:  
Date Due:  
Statement Date: 5 days before training incentive

Please fill-out the form below and fax to National Training Secretariat at (02) 7214724 or (02) 6618850

Contact Person:  
Agency/Organization:  
Billing Address:  
Telephone/Fax No.:  
Email Address:  

<table>
<thead>
<tr>
<th>Name of Participants</th>
<th>No. of Attendee/s</th>
<th>Training Schedule</th>
<th>Total Amount</th>
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Deposit payment only for:

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 attach your deposit slip and fax a copy of this statement to EBLISI Telefax No. (02) 7214724/6618850/9559469; 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 note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT) per participant to cover costs.

PLEASE ATTACH DEPOSIT SLIP HERE.
For efficient tracking of your payment, we accept CHEQUE DEPOSIT or 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) 7214724/02) 6618850. Thank you.

Issued by EBLISI:  
Signature over printed name: