

Regional Advisory No. 21, s. 2021

February 22, 2021

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

INVITATION TO ATTEND THE PHILGEPS TRAINING FOR PHASE 1

The **e-Blackboards Learning and Solutions, Inc.** (EBLSI) invites participants from the Schools Division Offices and the Regional Office to attend the PhilGEPS Training for Phase 1 through online modality.

Enclosed is the communication from Elizabeth M. Perez, EBLSI President relative to the Tentative Dates schedule for the month of March along with the training details and fees. For inquiries and clarification, you may contact through their email csentin@e-blackboards.com ; through their telefax at (02) 7728-6883 or through mobile phone no. 09362878373.

For your information and guidance.

HRD/rsr
02/22/2021



2021-02-1990

DCC No. DepEdRO13-F-008/R3/2-18-2020

February 16, 2021



e-Blackboards
Learning and Solutions, Inc.

Dr. Beatriz G. Torno, CESO IV
OIC-Regional Director
Department of Education - Regional Office 13
Tel/Fax no: (085) 3426267/3428207/ 3420302/3422198/8152021/3426267
Email: caraga@deped.gov.ph

Attention: Schools and District Offices under Division Offices

Dear Sir/Ma'am;

Section 8.3.1 of the 2016 Revised Implementing Rules and Regulations of RA 9184 specifically states that "All procuring entities are mandated to fully use the PHILGEPS in accordance to the policies, rules, regulations and procedures adopted by the GPPB and embodied in the IRR. The conduct of regular PHILGEPS Training classes all over the country is currently affected by the spread of the CoVid 19, so much so that for a time, this important activity had been halted as the country needed to respond to this pandemic and ensure the security and safety of our countrymen. You are aware as well, that until a vaccine to combat this health challenge is rolled-out, training on the use of the PHILGEPS on an in-person or face-to-face basis will be an utmost impossibility.

E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI) has the *tried and tested solutions* for online training on the use of PHILGEPS! **EBLSI**, as a private entity, has been undertaking the centralized campaign on the conduct of trainings nationwide having worked with the **Procurement Service-PHILGEPS** since 2010 as their sole training partner. We have been successfully conducting full online PHILGEPS training classes since July 2020, in an effort to respond to the incessant demand for information and knowledge on the use of the PHILGEPS. This course is facilitated virtually, 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 on an in-person basis, and complemented by the PHILGEPS Learning Management System for tutorial guidance on system use.

We are thus, writing to invite your agency to seek the assistance and support inviting all **Division and all the schools within its jurisdiction** to attend the **PhilGEPS Training for Phase 1**. Since classes will be purely virtual, participants from a confirmed class can consists of procurement officers from different regions, which will open opportunities for information exchange and sharing of experiences.

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

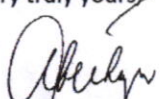
Month	Tentative Dates
MARCH	March 1-2, 2021 March 3-4, 2021 March 8-9, 2021 March 10-11, 2021 March 12-13, 2021 March 15-16, 2021 March 17-18, 2021 March 19-20, 2021 March 22-23, 2021 March 24-25, 2021 March 26-27, 2021 March 29-30, 2021

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 **Php 2,000.00** 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 csentin@e-blackboards.com or by telefax at (02) 7728-6883 or you may get in touch via mobile phone numbers 09362878373.

We hope to see you soon in one of our trainings!

Very truly yours,


ELIZABETH M. PEREZ
President

5/F, Sentro Kapitolyo Buiding
West capitol Drive, Brgy. Kapitolyo, Pasig City, Metro Manila, Philippines, 1603
Tel. #s: (02) 7-728-6883/ www.e-blackboards.com
Efficient, Effective and Responsive Learning Solutions

DTS #: 2021-02-18C



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





e-Blackboards Learning and Solutions inc.

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

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 R11BT 2020**
2. Your Training Coordinator is: **Mr. Christopher Sentin**
Contact No: 09362878373; Telefax: (02) 7728-6883
Email: csentin@e-blackboards.com
3. Please fill-out and sign the following forms and fax/email to EBSI 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/participants** (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 (hardcopy) will be sent thru Courier.

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: csentin@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 INFORMATION will be sent via email 3-4 days before your training schedule.

Schedule may be changed depending on the number of participants confirmed

TIME: 8:30AM – 5:00 PM

TENTATIVE SCHEDULES for the month of MARCH 2021

☐ MARCH 1-2, 2021	☐ MARCH 15-16, 2021	☐ MARCH 26-27, 2021
☐ MARCH 3-4, 2021	☐ MARCH 17-18, 2021	☐ MARCH 29-30, 2021
☐ MARCH 8-9, 2021	☐ MARCH 19-20, 2021	☐ **nothing as follows**
☐ MARCH 10-11, 2021	☐ MARCH 22-23, 2021	☐ **nothing as follows**
☐ MARCH 12-13, 2021	☐ MARCH 24-25, 2021	☐ **nothing as follows**

Telefax: (02) 7728-6883

e-Mail: csentin@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 Ctiy

ATTENTION: Christopher Sentin

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 csentin@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 : ☐ NGA ☐ GFI ☐ GOCC ☐ 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:					

Please reserve me/us on this training schedule:

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

Note:

- Any rescheduling/cancellation of slot/s should be made **at least 5 working days** before the training schedule.
- 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: csentin@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 Ctiy

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: SECURITY BANK 0000-007822-013 Account Number: East West Bank 200019631868		3. To ensure proper credit, please deposit your payment at least <u>5 days</u> before your training schedule. 4. Please attached your deposit slip and fax a copy of this statement to EBLSI 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 <u>P1,000 (inclusive of VAT)</u> per participant to cover costs.	

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:


CHRISTOPHER SENTIN

Received by Agency/ Date:

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883

e-Mail: csentin@e-blackboards.com

