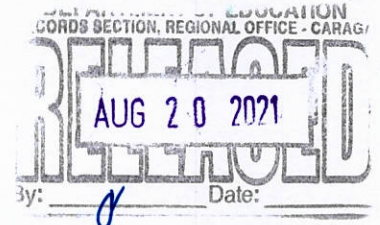


Regional Advisory No. 99, s. 2021
August 19, 2021



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 District Offices under the Schools Division Office to participate in the PhilGEPS Training for Phase 1 through a pure virtual modality.

Enclosed please find the basic communication from EBLSI President relative to the Tentative Dates schedule for the month of September 2021 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) 7-728-6883 or through mobile phone no. 09362878373.

For your information and guidance.

ASD/mcd
08/19/2021



2021-08-10389

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

August 17, 2021



Ms. EVELYN R. FETALVERO, CESO IV
 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;

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 **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 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
SEPTEMBER	SEPTEMBER 1-2, 2021 SEPTEMBER 6-7, 2021 SEPTEMBER 8-9, 2021 SEPTEMBER 10-11, 2021 SEPTEMBER 13-14, 2021 SEPTEMBER 15-16, 2021 SEPTEMBER 17-18, 2021 SEPTEMBER 20-21, 2021 SEPTEMBER 22-23, 2021 SEPTEMBER 24-25, 2021 SEPTEMBER 27-28, 2021 SEPTEMBER 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. 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

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



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

Telefax: (02) 7728-6883

e-Mail: csentin@e-blackboards.com





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 CARBT 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 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/participants** (inclusive of VAT, official receipt and certificates)
 - 4a. Bank #1 and Branch: **Land Bank-Ortigas Center-Pearl Drive** (No Bank Transaction Charges)
 - Account Name: **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.**
 - Account Number: **3731-0048-96**
 - Deposit to any Land Bank Branch
 - 4b. 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 Branch
 - 4c. 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 Security Bank or East West Bank Account

OFFICIAL RECEIPT AND CERTIFICATES (hard copy) will be sent thru Courier.

NOTE: If your payment is "Bank to Bank Payment" (Advice to Debit Account – 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: 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 INFORMATIONS 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

Month	Tentative Dates
SEPTEMBER	SEPTEMBER 1-2, 2021 SEPTEMBER 6-7, 2021 SEPTEMBER 8-9, 2021 SEPTEMBER 10-11, 2021 SEPTEMBER 13-14, 2021 SEPTEMBER 15-16, 2021 SEPTEMBER 17-18, 2021 SEPTEMBER 20-21, 2021 SEPTEMBER 22-23, 2021 SEPTEMBER 24-25, 2021 SEPTEMBER 27-28, 2021 SEPTEMBER 29-30, 2021

Telefax: (02) 7728-6883

e-Mail: csentin@e-blackboards.com





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:

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: csentin@e-blackboards.com





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 3731-0048-96 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

