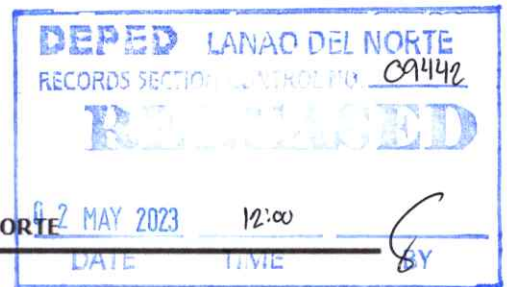




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OFFICE OF LANA DEL NORTE



25 April 2023

DIVISION MEMORANDUM
No. 194 , s. 2023

DISSEMINATION OF REGIONAL MEMORANDUM NO. 214, 2023
(PHILGEPS Training Version 1.5 for May 2023)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. For the information of all concerned, enclosed is Regional Memorandum No. 214, s. 2023 titled **PhilGEPS Training Version 1.5 for May 2023**, which is self-explanatory.
2. Interested Division and School Bids and Awards Committee members may join. Expenses and training fees are chargeable against division and school funds subject to the usual accounting and auditing rules and regulations.
3. Queries relative to this matter can be relayed to Jayvy C. Vegafria, OIC, Office of the Assistant Schools Division Superintendent at 09364739395.
4. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BIDS AND AWARDS PHILGEPS TRAINING

JCV/DM – Dissemination of Regional Memorandum NO, 214, s. 2023
April 25, 2023



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 227-6150
Email Address: lanao.norte@deped.gov.ph
Web site: <https://depedldn.com>

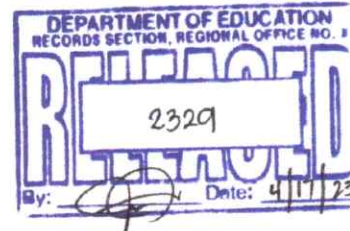


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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



REGIONAL MEMORANDUM NO. 214, S. 2023

TO: Schools Division Superintendent
All Divisions
Department of Education Region 10

ATTN: Division and Schools Bids and Awards Committee
Members

Division and Schools TWGs and BAC Secretariats
Division and Schools Procurement Personnel

FROM:  **DR. ARTURO B. BAYOCOT, CESO III**
Regional Director

SUBJECT: PHILGEPS TRAINING (VERSION 1.5) FOR MAY 2023

DATE: April 14, 2023

In keeping with government policy to fast track the use of PHILGEPS by procuring entities from national government agencies and its instrumentalities, attached is the letter-invitation and other relevant documents for the conduct of online and face-to-face PhilGEPS Training Classes on the use of **(Version 1.5)** on the following dates: May 11-12, 2023, May 18-19, 2023, May 25-26, 2023.

Expenses and training fees incident thereto shall be charged against division and school funds subject to the usual accounting and auditing rules and regulations.

For the consideration of that Office.

PAO/SAO/amm
BTS No. 23-05056

Enc: As Stated



Address : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone Nos. : (088) 856-3932 | (088) 881-3137 | (088) 881-3031
Email Address : region10@deped.gov.ph
Web site : <http://deped10.com>





23-95056

Department of Education Region 10 <region10@deped.gov.ph>

PhilGEPS Buyers Training Phase 1 version 1.5 [Face-to-Face Training]

1 message

jdesales@e-blackboards.com <jdesales@e-blackboards.com>
To: region10@deped.gov.ph, arturo.bayocot001@deped.gov.ph

Wed, Apr 12, 2023 at 12:49 PM

Attention: Schools Division, Principals and all the Public Schools

Good day!

We would like to seek the assistance and support of your agency BAC members, Secretariat and Technical Working Group who still have not undergone the PhilGEPS Training to attend the **PhilGEPS Training Phase 1 version 1.5**, and all other succeeding trainings for the 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.

Please see attached files for the invitation letter & forms.
Kindly acknowledge receipt.

For inquiries and/or clarification, you may reply in this email or you can contact us by Tel no. at (02) 7002-3207 or mobile no. 0992-4886489.

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

Best Regards,

Ms. Jesalie Desales

Area Training Coordinator

E-BLACKBOARDS LEARNING AND SOLUTIONS, INC.

5th flr. Sentro Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City.

Website: www.e-blackboards.com | Landline no: (02) 7002-3207; Mobile no: 0992-4886489**2 attachments** **NTS FORMS REGION.pdf**
362K **Department of Education - Region 10.pdf**
202K



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 AMP
- 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) 7002-3207

e-Mail: jdesales@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:

IMPORTANT INFORMATION: (Please Read Carefully)

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

PhilGEPS Face-to-Face Buyers Training:

1. Your Confirmation Code is: **NTS F2FBT2023-05**
2. Your Training Coordinator is: **MS. JESALIE DESALES**
Contact No: 0992-4886489; Tel no: (02) 7002-3207
Email: jdesales@e-blackboards.com
3. Please fill-out and sign the following forms and 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: **P2,750.00/participants** (inclusive of VAT, official receipt, certificates, AM & PM snack and lunch)
 - 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 any of our Landbank, Security Bank or East West Bank Account

OFFICIAL RECEIPT will be issued in exchange of original copy of deposit slip

NOTE: If your payment is "Bank to Bank Payment" (Advice to Debit Account – ADA), we suggest to transact it to our Land Bank account.

Telefax: (02) 7002-3207

e-Mail: jdesales@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

5. 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: jdesales@e-blackboards.com
- Tel no: (02) 7002-3207
- Please SUBMIT the original copy of Deposit Slip upon registration

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 and hotel unless your reservation and schedule are confirmed to avoid unnecessary expenses.**

PLEASE TAKE NOTE THAT SLOTS WILL BE GIVEN ON A FIRST COME-FIRST SERVE BASIS

6. A map of the training venue will be sent to your agency 3-4 days before the training.
7. Participant/s must have BASIC COMPUTER knowledge
8. Participant/s must be FULLY VACCINATED. Vaccination Card will be presented upon registration.
9. Participant/s must wear facemask throughout the duration of the training.
10. Temperature will be checked upon entry of the venue. Participants with high temperature will not be allowed to enter.

Schedule may be changed depending on the number of participants confirmed

TIME: 8:30AM – 5:00 PM

| TENTATIVE SCHEDULES for the month of MAY 2023 | | |
|---|-----------------|-----------------|
| | SCHEDULES | SLOTS AVAILABLE |
| <input type="checkbox"/> | May 11-12, 2023 | 45 slots |
| <input type="checkbox"/> | May 18-19, 2023 | 45 slots |
| <input type="checkbox"/> | May 25-26, 2023 | 45 slots |

Venue: OB GAMING ESPORTS CAFE, 4th Flr. Alyvea Bldg. Sta. Ana Avenue, Corner Guerrero Street, Poblacion District, Davao City

Telefax: (02) 7002-3207

e-Mail: jdesales@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

CONFIRMATION CODE: NTS BT2023-05

ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 7002-3207 / 0992-4886489

MESSAGE: Please fill-out the form below (**READABLE AND CORRECT NAME spelling of participants**) and email to jdesales@e-blackboards.com or call to EBLSI at (02) 7002-3207

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"/> GFI <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 Restrictions: | |

Please reserve me/us on this training schedule:

| Date | Time | No. of Slot Reserve |
|------|-------------------|---------------------|
| | 8:00 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 P1,375 (inclusive of VAT)** per participant to cover costs.

Requested by:

Signature over printed name

Telefax: (02) 7002-3207

e-Mail: jdesales@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 email to EBLSI at
jdesales@e-blackboards.com

| 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 | | <ol style="list-style-type: none">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 email a copy of this statement to EBLSI email; jdesales@e-blackboards.com5. 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>P1,375 (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. | | | |

Issued by EBLSI:

Received by Agency/Date:

JESALIE DESALES

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7002-3207

e-Mail: jdesales@e-blackboards.com





e-Blackboards
Learning and Solutions, Inc.

April 12, 2023

Dr. Arturo B. Bayocot, CESO III
Regional Director
Department of Education - Region 10

Dear Sir:

Section 3 © of RA 9184, and its 2016 Revised IRR mandate that all procurement shall be governed by the principle, among others, of having streamlined procurement process that will uniformly apply to all government procurement and shall be simple and made adaptable to advances in modern technology in order to achieve and ensure efficient and effective methods. Section 8.1.1. of the same IRR provides that the PHILGEPS shall serve as the primary and definitive source of information on government procurement, and provides that PHILGEPS will continue its modernized efforts to expand its functionalities so that Government may have a fully electronic government procurement system with full functionalities at each stage. This will be realized through the Modernized PhilGEPS, which as of this time, is still on pilot implementation with full implementation expected within this year.

Given that, and in order to respond to the procurement training needs of government entities, E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI), continues to offer the basic Version 1.5 PHILGEPS training, to allow Buyer agencies to create and post bid notices as well as Award notifications, and be compliant with the implementation of RA 9184 provisions, while awaiting full implementation of the MPHILGEPS.

EBLSI offers ONLINE and FACE-TO-FACE training classes on the use of PHILGEPS Version 1.5. Online classes, utilize platforms that mirror the usual 2-days sessions conducted face-to-face, and are facilitated and anchored by Certified PHILGEPS Trainers from different entities nationwide, and complemented by the PHILGEPS Learning Management System for tutorial guidance and system use.

Face-to-face training classes in Mindanao and neighboring regions are held at the OB GAMING ESPORTS CAFE, 4th Flr. Alyvea Bldg. Sta. Ana Avenue, Corner Guerrero Street, Poblacion District, Davao City. This will be on a first confirmed-first served basis, with limited capacity. We are currently checking out the availability of training facilities all over the country, for all other regions and will provide advisories for its availability then. For inquiries and reservations, please visit our website: <https://e-blackboards.com>; your gateway for training enrollment and registration.

Schedules are as follows for the month of May 2023:


| TENTATIVE SCHEDULES |
|-----------------------------------|
| May 11-12, 2023 |
| May 18-19, 2023 May 25-26, 2023 |

Hence, if your agency **BAC members, Secretariat and Technical Working Group** require **PHILGEPS Training for Version 1.5, enroll now!** You are most welcome!

Please contact us by email at jdesales@e-blackboards.com; or by teletax at (02) 7002-3207 or you may get in touch via mobile phone numbers 09924886489, 09924718093 or 09924886480.

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

Very truly yours,


ELIZABETH M. PEREZ
President

5/F, Sentro Kapitolyo Building
West capitol Drive, Brgy. Kapitolyo, Pasig City, Metro Manila, Philippines, 1603
Tel. #s: (02) 7-002-3207/ www.e-blackboards.com
Efficient, Effective and Responsive Learning Solutions