



e-Blackboards
Learning and Solutions, Inc.

Ms. Flordeliza C. Gecobe
OIC-Schools Superintendent
Department of Education-Nueva Vizcaya
Tel./Fax no: (078) 321-2169/ 805-1047/ 805-1049/ 392-0454
Email Address: nuevavizcaya.dep Pedro2@gmail.com



Attention: Schools and District Offices under Division Offices

Dear Sir/Ma'am;

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 discovered, 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. (EBSLI) has the **tried and tested solutions** for online training on the use of PHILGEPS! EBSLI, as a private entity, is tasked to undertake 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 successfully launched the conduct of a full online PHILGEPS training class in July, using available online platforms that mirror the usual 2-days sessions we used to deliver. This was accomplished through the use of the **PHILGEPS training site** where hands-on training can be facilitated virtually, as well as the **PHILGEPS Learning Management System (LMS)**, and complemented by **Zoom** and **Google Meet**, and anchored by Certified PHILGEPS Trainers from different procurement entities nationwide.

We are thus, writing to invite your agency **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
OCTOBER	October 1-2, 2020
	October 5-6, 2020 October 7-8, 2020 October 9-10, 2020
	October 12-13, 2020 October 14-15, 2020 October 16-17, 2020
	October 19-20, 2020 October 21-22, 2020 October 23-24, 2020
	October 26-27, 2020 October 28-29, 2020 October 30-31, 2020

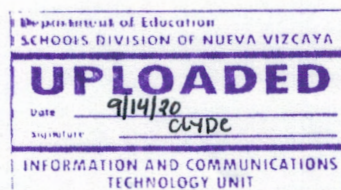
Trainings are to be held for two (2) days. Kindly accomplish the attached confirmation form which require a list of your participants. Training Fee is **Php 2,000.00** per participant (inclusive of VAT). Please make check payment for the account of **E-Blackboards Learning and Solutions Inc.**, the only authorized PHILGEPS training provider.

For inquiries and/or clarification, please contact us by email at csentin@e-blackboards.com or by telefax at **(02) 7-728-6883** or you may get in touch via mobile phone numbers 09362876373.

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

Very truly yours,

ELIZABETH M. PEREZ
President



MEMORANDUM		Date: 9-14-2020	Released (Records):
To:	() PSDS/DICs	(/) Elem/Sec School Heads	
	(/) Private Schools	(/) Others:	
For:	() Information	() Dissemination	
	() Guidance	() Strict Compliance	
RACHEL R. LLANA PhD, CESO VI OIC, Office of the Schools Division Superintendent			
By:	<input checked="" type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature:



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 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
 - 7.3. 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 Certificate



e-Blackboards Learning and Solutions inc.

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

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 R2BT 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: **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 LBC or ABest Express after the online training.

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 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: 8:00AM – 5:00 PM

TENTATIVE SCHEDULES for the month of OCTOBER 2020

<input type="checkbox"/>	OCTOBER 1-2, 2020	<input type="checkbox"/>	OCTOBER 14-15, 2020	<input checked="" type="checkbox"/>	OCTOBER 26-27, 2020
<input type="checkbox"/>	OCTOBER 5-6, 2020	<input type="checkbox"/>	OCTOBER 16-17, 2020	<input type="checkbox"/>	OCTOBER 28-29, 2020
<input type="checkbox"/>	OCTOBER 7-8, 2020	<input type="checkbox"/>	OCTOBER 19-20, 2020	<input type="checkbox"/>	OCTOBER 30-31, 2020
<input type="checkbox"/>	OCTOBER 9-10, 2020	<input type="checkbox"/>	OCTOBER 21-22, 2020	<input type="checkbox"/>	**nothing as follows**
<input type="checkbox"/>	OCTOBER 12-13, 2020	<input type="checkbox"/>	OCTOBER 23-24, 2020	<input type="checkbox"/>	

CONFIRMATION CODE: NTS R2BT 2020

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 : <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:					

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 P1,000 (inclusive of VAT) per participant to cover costs.

Requested by:

Signature over printed name

STATEMENT OF ACCOUNT-BT PhilGEPS Training

Statement of Account No.:

Deposit Slip Bank Reference

Date Due:

5 days before training

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

Code

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 <u>LATE CANCELLATION and NON-ATTENDANCE CHARGE</u> of P1,000 (inclusive of VAT) 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:

Received by Agency/Date:

CHRISTOPHER SENTIN

SIGNATURE OVER PRINTED NAME

Telefax: (02) 7728-6883

e-Mail: csentin@e-blackboards.com

