

May 17, 2021



e-Blackboards Learning and Solutions, Inc.

Ms. Rachel R. Llana, PhD, CESO VI  
OIC-Schools Superintendent  
Department of Education-Nueva Vizcaya  
Tel./Fax no: (078) 321-2169/ 805-1047/ 805-1049/ 392-0454  
Email Address: nuevavizcaya.depedro2@gmail.com



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. (EBSI)** 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
JUNE	JUNE 1-2, 2021   JUNE 3-4, 2021   JUNE 7-8, 2021 JUNE 9-10, 2021   JUNE 11-12, 2021   JUNE 14-15, 2021 JUNE 16-17, 2021   JUNE 18-19, 2021   JUNE 21-22, 2021 JUNE 23-24, 2021   JUNE 25-26, 2021   JUNE 28-29, 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](mailto: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

<b>MEMORANDUM</b>		Date: 5/17/2021	Released (Records):
To:	( ) PSDS/DICs	( ) Elem/Sec School Heads	
	( ) Private Schools	( / ) Others: <b>IUS</b>	
For:	( / ) Information	( ) Dissemination	
	( / ) Guidance	( ) Strict Compliance	
<b>RACHEL R. LLANA PhD, CESO VI</b> OIC, Office of the Schools Division Superintendent			
By:	<input checked="" type="checkbox"/> PSDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature:



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## 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.

5<sup>th</sup> 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 R2BT 2020**
2. Your Training Coordinator is: **Mr. Christopher Sentin**  
Contact No: 09362878373; Telefax: (02) 7728-6883  
Email: [csentin@e-blackboards.com](mailto: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](mailto: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**

### TENTATIVE SCHEDULES for the month of JUNE 2021

<input type="checkbox"/>	JUNE 1-2, 2021	<input type="checkbox"/>	JUNE 14-15, 2021	<input type="checkbox"/>	JUNE 25-26, 2021
<input type="checkbox"/>	JUNE 3-4, 2021	<input type="checkbox"/>	JUNE 16-17, 2021	<input type="checkbox"/>	JUNE 28-29, 2021
<input type="checkbox"/>	JUNE 7-8, 2021	<input type="checkbox"/>	JUNE 18-19, 2021	<input type="checkbox"/>	**Nothing as follows**
<input type="checkbox"/>	JUNE 9-10, 2021	<input type="checkbox"/>	JUNE 21-22, 2021	<input type="checkbox"/>	**Nothing as follows**
<input type="checkbox"/>	JUNE 11-12, 2021	<input type="checkbox"/>	JUNE 23-24, 2021	<input type="checkbox"/>	**Nothing as follows**

Telefax: (02) 7728-6883

e-Mail: [csentin@e-blackboards.com](mailto:csentin@e-blackboards.com)







# e-Blackboards Learning and Solutions inc.

5<sup>th</sup> Flr. Sentro Kapitolyo Bldg #59 W. Capitol Dr. cor Stella Maris St. Barangay Kapitolyo, Pasig City

**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](mailto: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)

<b>Government Entity:</b>					
<b>Address:</b>				<b>Region:</b>	
<b>Type of Organization</b> : <input type="checkbox"/> NGA <input type="checkbox"/> GFI <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> LGU <input type="checkbox"/> Others					
<b>Contact Person:</b>			<b>Tel. No.</b>	<b>Mobile No.</b>	<b>Fax No.</b>
<b>Participants Details:</b>					
First Name	Middle Initial	Last Name	Tel. No	Mobile No	Position
<b>Email Address:</b>					

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](mailto:csentin@e-blackboards.com)



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## 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:	
<b>Account Name:</b> <b>E-BLACKBOARDS LEARNING AND SOLUTIONS INC.</b> Account Number: SECURITY BANK <b>0000-007822-013</b> Account Number: East West Bank <b>200019631868</b>		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. <b>Any cancellation should be made <u>at least 5 days</u> before the training schedule.</b> 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of <b>P1,000 (inclusive of VAT)</b> 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](mailto:csentin@e-blackboards.com)

