



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.
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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.

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OIC-Regional Director
Department of Education - Regional Office 13
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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. (EBSI) has the *tried and tested solutions* for online training on the use of PHILGEPS! **EBSI**, 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 be 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,

A handwritten signature in black ink, appearing to read 'Elizabeth M. Perez', is written over a horizontal line.

ELIZABETH M. PEREZ
President

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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

