



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

Office of the Governor

MEMORANDUM No.: 30

Series of 2020

TO : ALL LOCAL CHIEF EXECUTIVES

From : 
FAUSTINO G. DY III
OIC Governor

Subject : As Stated

Date : February 14, 2020

Cc : Project Manager, PhilGEPS

This is relative to the requirement of The Department of Budget and Management (DBM) through its Procurement Service Re: Encouraging all LGUs and all Barangay units to register and utilize the Philippine Government Electronic Procurement System (PhilGEPS) for all public procurement activities pursuant to Administrative Order no. 17 issued by the Office of the President on July 28, 2011 and RA 9184 also known as the Government Procurement Reform Act (GPRA). Subject of Memorandum No. 6 dated January 3, 2020 issued by Governor Rodolfo T. Albano III Re: Enjoining all LGUs and Barangay Officials to attend the PhilGEPS training conducted by the DBM.

Please be advised of the scheduled training this coming March and send your procurement personnel, BAC Secretariat members, technical working group members and Barangay Officials who had not yet undergone the training to please attend. Please make this as a requirement to ensure that we had dutifully complied with the above statutes.

Attached herewith is the letter from Exec. Dir. Rosa Maria M. Clemente, Project Manager of PhilGEPS and pertinent forms for your guidance and reference.

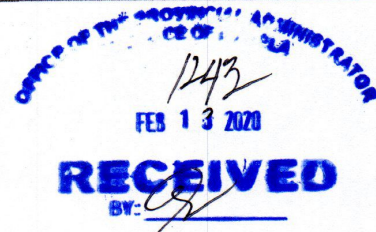
Your compliance is hereby enjoined.



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

February 13, 2020

Hon. Rodolfo T. Abano III
Provincial Governor
Province of Isabela
pgi_isabela@rocketmail.com



Attention: City/Municipal Mayors; BAC Chairmen;
ABC Presidents; Barangay Chairmen

Dear Sir:

Ever since the Government of the Philippines mandated the use of the PhilGEPS as the single central portal of all public procurement activities, the Procurement Service as the agency managing the development and operation of the PhilGEPS has been training its users on the use of the system to support a more open, transparent and competitive environment.

The issuance of Administrative Order # 17, by the Office of the President, on July 28, 2011 entitled: "*Directing the Use of the Procurement Service and the Philippine Government Electronic Procurement System in Procurement Activities in Accordance with R.A. 9184 and Improving the Operation of the Procurement Service*" has reiterated the need for transparency and accountability in government procurement.

Based on the GPRA, a total of more 47,000 NGAs, GOCCs, SUCs and LGUs are required to use the PhilGEPS. However, at present only more than 12,106 agencies are registered with PhilGEPS, where the registration rate is highest among SUCs and NGAs, and lowest among barangays, municipalities and GOCCs.

In this regard, we would like to seek the assistance and support of your agency to require all LGUs in your area of jurisdiction (LGU procurement personnel, BAC Secretariat and members, technical working group members and Barangay Officials) who still have not undergone the PhilGEPS Training to attend - in compliance of the Government Procurement Reform Act (GPRA) or R.A. 9184 and Administrative Order No. 17.

PhilGEPS Training (for all LGU procurement personnel, BAC Secretariat members, technical working group members and Barangay Officials) is conducted regularly at designated venues all over the country. **Training Fee** is Php2, 400.00/participant (inclusive of VAT) for 2 days, inclusive of training kit, certificate of attendance and meals. Payment should be for the account of **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** Kindly fill-up the attached **Confirmation Form** and fax to (02) 87214724, 79556469 or 77286883 for your training schedule.

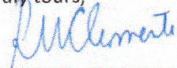
REGIONS	TENTATIVE SCHEDULES	VENUE
NCR, Region 3, 4A & 4B	MARCH 3-4, 2020 MARCH 5-6, 2020 MARCH 10-11, 2020 MARCH 12-13, 2020 MARCH 17-18, 2020 MARCH 19-20, 2020 MARCH 24-25, 2020 MARCH 26-27, 2020 MARCH 30-31, 2020	EBLSI Training Center, 5th flr. Sentro Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City.

For inquiries and/or clarification, please contact the training secretariat by e-mail at jdesales@e-blackboards.com; or by telefax at (02) 87214724, 79556469 or you may contact **e-BlackBoards Learning and Solutions Inc.** at (02) 79556469 or 77286883.

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

Thanks and regards.

Very truly yours,


Exec. Dir. ROSA MARIA M. CLEMENTE
Project Manager, PhilGEPS



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

**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 Certificates



Republic of the Philippines
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PROCUREMENT SERVICE
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Important Information

ATTENTION:

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

1. Your Confirmation Code is : **NTS NCRBT 03-2020**
2. Your Training Coordinator is: **JESALIE DESALES**
Contact No: (02) 8-721-4724 / (02) 7-955-6469 / (02) 7-728-6883/ 09366430483

3. Please fill-up and sign the ff. forms
 - Confirmation Form
 - Statement of Account (SOA)

4. Deposit payment only to **E-BLACKBOARDS LEARNING AND SOLUTIONS INC.** bank accounts:

Registration Fee: P2,400.00/participants (inclusive of training materials, AM and PM snacks, lunch, and certificates)

3a. 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

3b. 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 will be issued in exchange of Original copy of deposit slip

NOTE: We strongly **DISCOURAGE** bank to bank payment (Advice to Debit Account – ADA) and **Cash or Cheque Payment** upon REGISTRATION.

5. FAX or email the ff. in order to reserve slots for the training:
 - Signed confirmation sheet (at least 5 days before the training schedule)
 - Signed Statement of Account (SOA)
 - Security Bank or East West Bank deposit slip to EBSI Training Secretariat
 - Telefax No. (02) 8-721-4724/ (02) 7-955-6469
 - Please write your name & Confirmation Code before sending fax to EBSI
 - You can also send it via email, just scan the ff;
 - Duly filled up Confirmation Form (at least 5 days before the training schedule)
 - Signed Statement of Account
 - Email to: jdesales@e-blackboards.com
 - Please **SUBMIT original copy** of Deposit Slip upon registration
 - **Slots will be given on a first come, first serve basis**

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

6. A map of the training location will be faxed to your office 3-4 days before the training.

7. For any inquiries, you may call EBSI Office
 - Telefax No. (02) 8-721-4724/ (02) 7-955-6469
 - Telephone Nos. (02) 7-728-6883

(Please take note that Confirmation/Reservation is on First Come First Serve Basis)

**Schedule and venue location may be changed depending on the number of participants confirmed*

	TENTATIVE SCHEDULES	TIME	SLOTS AVAILABLE
<input type="checkbox"/>	MARCH 3-4, 2020; MARCH 5-6, 2020	08:30 am – 05:00 pm	40 slots; 40 slots
<input type="checkbox"/>	MARCH 10-11, 2020	08:30 am – 05:00 pm	40 slots
<input type="checkbox"/>	MARCH 12-13, 2020	08:30 am – 05:00 pm	40 slots
<input type="checkbox"/>	MARCH 17-18, 2020	08:30 am – 05:00 pm	40 slots
<input type="checkbox"/>	MARCH 19-20, 2020	08:30 am – 05:00 pm	40 slots
<input type="checkbox"/>	MARCH 24-25, 2020	08:30 am – 05:00 pm	40 slots
<input type="checkbox"/>	MARCH 26-27, 2020	08:30 am – 05:00 pm	40 slots
<input type="checkbox"/>	MARCH 30-31, 2020	08:30 am – 05:00 pm	40 slots

TRAINING VENUE: EBSI TRAINING CENTER, 5th flr. Sentro Kapitolyo Building, #59 West Capitol Dr.
Cor. Stella Maris St., Barangay Kapitolyo, Pasig City

CONFIRMATION CODE #: NTS NCRBT 03-2020



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PROCUREMENT SERVICE
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ATTENTION: JESALIE DESALES

DATE: _____

CONTACT NUMBER: (02) 8-721-4724/ (02) 7-955-6469/ (02) 7-728-6883/ 09366430483

MESSAGE: Please fill-out the form below (READABLE AND CORRECT NAME spelling of participants) and email to jdesales@e-blackboards.com or fax to National Training Secretariat at (02) 8-721-4724

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	Please specify your FOOD RESTRICTION according to your RELIGION/HEALTH CONDITION.

Note:

- Any rescheduling/cancellation of slot/s should be made at least 5 working days before the training schedule.
- There is a **LATE-CANCELLATION/RESCHEDULING and NON-ATTENDANCE CHARGE of P1,200 (inclusive of VAT)** per participant to cover costs.

Requested by:

Signature over printed name

CONFIRMATION CODE #: NTS NCRBT 03-2020



e-Blackboards Learning and Solutions, Inc.

5th flr. Sentra Kapitolyo Building, #59 West Capitol Drive Corner Stella Maris, Kapitolyo Pasig City
Tel. No. (02) 7214724/ 6618850 Vat Reg. TIN: 009-514-616-000

**STATEMENT OF ACCOUNT-BT
PhilGEPSTraining**

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) 8-721-4724 or (02) 7-955-6469**

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) 8-721-4724/ 7-955-6469; Please Submit original copy of deposit slip during registration. 5. Any cancellation should be made at least 5 days before the training schedule. 6. Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,200 (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:

JESALIE DESALES

Received by Agency/ Date:

Signature over printed name