



Republic of the Philippines  
**Department of Education**  
National Capital Region  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

FEB 09 2023

Advisory No. 049, s. 2023  
February 9, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per (DO) 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/ staff, as well as the concerned public.  
(Visit [www.depedmuntinlupa.ph](http://www.depedmuntinlupa.ph))


**PHILGEPS BUYERS TRAINING PHASE 1 VERSION 1.5**

Attached is the letter from Ms. Elizabeth M. Perez, President, e-Blackboards Learning and Solutions Inc. dated February 7, 2023, re: **Philgeps Buyers Training Phase 1 version 1.5**, the contents of which are self-explanatory, for the information and guidance of all concerned.

The target participants are the BAC members, Procurement Personnel Secretariat, Technical Working Group, Public High Schools, and Elementary Schools.

Participation of public schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Moreover, schools are reminded of the “No Collection and No Selling of Tickets Policy” stipulated in DepEd Order Nos. 19 and 40, s. 2008 and RA Nos. 4206 and 5546.

  
**NERISSA ROXAS-LOMEDA PhD**  
OIC/ Assistant Schools Division Superintendent

GAA / Philgeps Buyers Training Phase 1 version 1.5  
049 / February 9, 2023

AD-2023-049



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,  
Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)



049 087



February 7, 2023

DOMINICO C. IDANAN, CESO V  
Schools Division Superintendent  
Department of Education – Division of Muntinlupa

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 PHILGEPSS shall serve as the primary and definitive source of information on government procurement, and provides that PHILGEPSS 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 PhilGEPSS, which as of this time, is still on pilot implementation and that full implementation is expected by early 2023.

Given that, and in order to respond to the procurement training needs of most entities, E-BLACKBOARDS LEARNING and SOLUTIONS, Inc. (EBLSI), continues to offer the basic Version 1.5 PHILGEPSS 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 MPHILGEPSS.

**EBLSI** currently provides *tried and tested solutions* for online training on the use of PHILGEPSS having successfully launched the conduct of full online classes in time of COVID, using available online platforms that mirror the usual 2-days sessions conducted face-to-face, facilitated and anchored by Certified PHILGEPSS Trainers from different entities nationwide, using **Zoom** complemented by the PHILGEPSS Learning Management System for tutorial guidance and system use.

With most education facilities already opening up, EBLSI had re-opened in-person classes, to be held at the EBLSI Training Facility at the 5/F, Sentro Kapitolyo Bldg., West Capitol Dr., corner Stella Mariz St., Brgy. Kapitolyo, Pasig City. This will be opened only for regions around Metro Manila, as we are still checking out the availability of training facilities all over the country, which were greatly impacted by the COVID pandemic. Face-to-face training schedules are as follows for the month of **March 2023**:

TENTATIVE SCHEDULES	
March 8-9, 2023	March 15-16, 2023
March 22-23, 2023	March 29-30, 2023

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

The face-to-face classes will be on a first confirmed-first served basis, with only 50% capacity, and reservations are available and accessed via our website: <https://e-blackboards.com> ; your gateway for training enrollment and registration.

For inquiries and/or clarification, please contact us by email at [jdesales@e-blackboards.com](mailto:jdesales@e-blackboards.com); or by **telefax at (02) 7002-3207** or you may get in touch via mobile phone numbers 0992-4886489.

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

Very truly yours,

**ELIZABETH M. PEREZ**  
President



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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 AMP
- 8.0 Pending Task
- 9.0 Opportunitles
  - 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

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## 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 F2FBT2023-03**
2. Your Training Coordinator is: **MS. JESALIE DESALES**  
Contact No: 0992-4886489; Tel no: (02) 7002-3207  
Email: [jdesales@e-blackboards.com](mailto: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.**

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Telefax: (02) 7002-3207

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





# e-Blackboards Learning and Solutions inc.

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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](mailto: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 MARCH 2023		
	SCHEDULES	SLOTS AVAILABLE
<input type="checkbox"/>	March 8-9, 2023	35 slots
<input type="checkbox"/>	March 15-16, 2023	35 slots
<input type="checkbox"/>	March 22-23, 2023	35 slots
<input type="checkbox"/>	March 29-30, 2023	35 slots

**Venue: EBLSI Training Center, 5th Floor Sentro Kapitolyo Building, #59 West Capitol Drive cor. Stella Maris, Barangay Kapitolyo, Pasig City**

Telefax: (02) 7002-3207

e-Mail: [jdesales@e-blackboards.com](mailto:jdesales@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 Ctiy

**CONFIRMATION CODE: NTS BT2023-03**

**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](mailto: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)**

<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>				<b>Food Restrictions:</b>	

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](mailto:jdesales@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 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](mailto: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:		
<b>Account Name:</b> <b>E-BLACKBOARDS LEARNING AND SOLUTIONS INC.</b> Account Number: LAND BANK <b>3731-0048-96</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 email a copy of this statement to EBLSI email; <a href="mailto:jdesales@e-blackboards.com">jdesales@e-blackboards.com</a> 5. <b>Any cancellation should be made at least 5 days before the training schedule.</b> 6. <b>Please take note that there is a LATE-CANCELLATION and NON-ATTENDANCE CHARGE of P1,375 (inclusive of VAT) per participant to cover costs.</b>		
<b>PLEASE ATTACH DEPOSIT SLIP HERE.</b> 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](mailto:jdesales@e-blackboards.com)

