

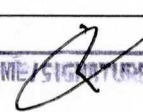


Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Capitol Drive, Estaka, Dipolog City 7100


DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBOANGA DEL NORTE
 OFFICE OF THE SUPERINTENDENT

RELEASED

DIVISION MEMORANDUM
 NO. 098, s. 2017

BY:  DATE: 15 MAR 2017

TO : Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 School BAC Secretariat/ PhilGEPS Posting Incharge
 Concerned Personnel
 This Division

FROM : 
 NATIVIDAD P. BAYUBAY, CESO VI
 Officer In-Charge
 Office of the Schools Division Superintendent

SUBJECT : PHILGEPS TRAINING FOR PHASE 1

DATE : March 15, 2017

Good procurement is essential to ensure good public services, from buying goods and services that work as they are supposed to, to achieving savings that can be ploughed back into frontline services. An invitation from Executive Director Rosa Maria M. Clemente, Project Manager of PhilGEPS has been received in this office on the conduct of their trainings.

The Schools Division of Zamboanga del Norte continuously upholds good procurement process in all schools and all its transactions. In this connection, to reinforce and revisit procurement processes of this division, all school heads and concerned employees are requested to attend the PhilGEPS Training for Phase 1 which will be on the following dates:

| Region | Tentative Dates | Venue |
|----------|--|---|
| Region 9 | March 15- 16, 2017 March 22- 23, 2017 | Southern City Colleges, Zamboanga City |

Attached is the confirmation form to be submitted by district on or before March 17, 2017 to the Human Resource Development Unit of this division. Also found enclosed are the corresponding dates of the training. Trainings are to be held for two (2) days at designated venues. Training fee is Php 2, 400. 00/ participant (inclusive of VAT) inclusive of a training kit, lunch and snacks which will be reimbursed through the MOOE funds. Please make check payment for the account of the eBlackboards Solutions, Inc.

For inquiries and/ or clarification, please contact the training secretariat by email at csalen@eblackboards.net, or by telefax at (02) 721- 4724, or you may contact eBlackBoards Solutions at (02) 861- 5280 or 8615245. You may also contact the HRD Unit of this division at 09175072793 (Globe) for any clarifications.

Travel and other incidental expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.

Widest dissemination of this memorandum is desired.



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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

- 7.0 Award Creation
 - 7.1 Create A Bidder's List
 - 7.2 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 Opportunities
 - 9.1. Open Opportunities
 - 9.2. Former Opportunities
 - 9.3. Award Notices
- 10.0 Directory
 - 10.1. Buyer Directory
 - 10.2. Supplier Directory

Open Forum

Distribution of Certificates



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ATTENTION:

Important Information

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

1. Your Confirmation Code is : NTS R09BT 03-2017
Your Training Coordinator is: Christian Felix Salen
Contact No: (02) 721-4724 / 09151712437/ 09322664094

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

3. Deposit payment only to EBBSI 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 Boulevard Branch (No Bank Transaction Charges)

- Account Name: **eBlackBoards Solutions, Inc.**
- Account Number: **0000-007821-903**
- Deposit to any Security Bank Branch

3b. Bank # 2 and Branch: East West Bank – Wack-Wack Branch (No Bank Transaction Charges)

- Account Name: **eBlackBoards Solutions, Inc.**
- Account Number: **200004998692**
- Deposit to any East West Bank Branch

We only accept Cheque or Cash Deposit to either BDO 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.

4. 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)
 - BDO or East West Bank deposit slip to EBBSI Training Secretariat
 - Telefax No. (02) 7214724/ (02) 6618850
 - Please write your name & Confirmation Code before sending fax to EBBSI
 - 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: csalen@eblackboards.net
 - **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 unless your reservation and schedule are confirmed to avoid unnecessary expenses.

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

6. For any inquiries, you may call EBBSI Office
 - Telefax No. (02) 7214724/ (02) 661-8850
 - Telephone Nos. (02) 861-5280; (02) 861-5245

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

| | Tentative Schedule | Time | Slots Available |
|--------------------------|--------------------|--------------------|-----------------|
| <input type="checkbox"/> | March 15-16, 2017 | 08:30am – 05:00 pm | 40 slots |
| <input type="checkbox"/> | March 22-23, 2017 | 08:30am – 05:00 pm | 40 slots |

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

Tentative venue: Southern City Colleges, Zamboanga City



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ATTENTION: Christian Felix Salen **DATE:** _____

FAX: (02) 7214724/ 6618850

MESSAGE: Please fill-out the form below (readable and correct name spelling of participants) and fax to National Training Secretariat at (02) 7214724/ (02) 6618850

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: | | | | Food Restriction: | |

Please reserve me/us on this training schedule:

| Date | Time | No. of Slot Reserve | Date SOA & DP Faxed to Training Secretariat |
|------|------|---------------------|---|
| | | | |
| | | | |

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 R09BT 03-2017

 **BlackBoards Solutions Inc.**
... leading the transformation of education and training ...

VAT Reg. TIN: 007-623-011-000

**STATEMENT OF ACCOUNT-BT
PhilGEPS Training**

Statement of Account No.: _____
Statement Date: _____

Deposit Slip Bank Reference Code

Date Due: 5 days before training schedule

**Please fill-out the form below and fax to National Training Secretariat at
(02) 7214724 or (02) 6618850**

| | |
|----------------------|--|
| Contact Person: | |
| Agency/Organization: | |
| Billing Address: | |
| Telephone/Fax No. | |
| Email Address | |

| Name of Participants | No. of Attendee/s | Training Schedule | Total Amount |
|----------------------|-------------------|-------------------|--------------|
| | | | |

| | |
|---|---|
| <p>Deposit payment only to:</p> <p>Account Name: eBlackBoards Solutions, Inc.</p> <p>Account Number: BDO 2810058330</p> <p>Account Number: East West Bank 200004998692</p> | <p>Note:</p> <ol style="list-style-type: none">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 EBBSI Telefax No. (02) 7214724/ 6618850; Please Submit original copy of deposit slip during registration.5. Any cancellation should be made <u>at least 5 days</u> 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 BDO Account.

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

For any inconvenience, You may call our National Training Secretariat at (02) 861-5280; 861-5245;
Telefax Nos. (02) 7214724/ (02) 6618850. Thank you.

Issued by EBBSI:
Christian Felix Salen

Received by Agency/ Date:
Signature over printed name