



Republic of the Philippines
Department of Education



4645

DepED MEMORANDUM
No. 201 s. 2008

APR 14 2008

ADDENDUM TO DEPED MEMORANDUM NO. 40, S. 2008
(Training-Seminar on Republic Act No. 9184 for Procurement Practitioners)

To: Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. In relation to the holding of the Training-Seminar on R.A. No. 9184 for Procurement Practitioners in various clusters from April 15 to June 5, 2008, as announced in DepED Memorandum No. 40, s. 2008, the following schedules are hereby changed and venues added:

Cluster	Region	Event Date	Check-In Date		Check-Out Date		Venue
			HOPE and BAC Members	BAC Secretariat	HOPE and BAC Members	BAC Secretariat	
V	VII and VIII	May 20-23, 2008	May 19	May 19	May 21	May 23	Cebu City (specific venue shall be announced later)
VI	V	April 22-25, 2008	April 21	April 21	April 23	April 25	Casablanca Hotel Peñaranda St., Legaspi City
VII	I and CAR	May 6-9, 2008	May 5	May 5	May 7	May 9	Teachers Camp, Baguio City
VIII	II and III	May 13-16, 2008	May 14	May 12	May 16	May 16	Legend International Resorts SBMA, Olongapo City
IX	VI	May 27-30, 2008	May 28	May 26	May 30	May 30	Iloilo Grand Hotel, General Luna St., Brgy. Danao, Iloilo City
X	X and XIII	June 3-6, 2008	June 2	June 2	June 4	June 6	The VIP Hotel Don A. Valez St., Cagayan de Oro City

2. For purposes of economy and efficiency, participants are encouraged to check-in at the hotel. Check-in time shall be 2:00 pm. Check-out time shall be 12:00 noon, however, discussions may proceed until 5:00 o'clock in the afternoon.

3. Enclosed is the Program of Activities for Clusters VIII and IX. All other provisions stated in the abovementioned Memorandum remain in effect.
4. Immediate and wide dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: DepED Memorandum: (No. 40, s. 2008)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE
PROCUREMENT
SEMINARS
TRAINING PROGRAMS

Sally - corr. to dm no. 40, s. 2008
April 1, 2008

PROGRAM OF ACTIVITIES for CLUSTERS VIII & IX

Day 1 Arrival of BAC Secretariat Participants and Registration

2:00 – 3:00 PM	Arrival of Participants & Check-In Time Room Assignments (based on Confirmation)
4:30 – 5:30PM	Registration of Participants
7:00 PM	DINNER

Day 2-3 2-Day PhilGEPS Hands-On Training for BAC Secretariat

1. **Overview**
2. **How to Disable Pop-Ups**
3. **Splash Page**
4. **My GEPs**
 - 4.1. Pending Tasks
 - 4.2. My Notices
 - 4.2.1. View Bid Notices
 - 4.2.2. Create Bid Notice (Single Stage Bidding)
 - 4.2.2.1. Public Bidding / Shopping / Limited Source / Direct Contracting / Negotiated Procurement
 - 4.2.3. How to Include Line Items
 - 4.2.4. Add Line Items to Frequently Used List
 - 4.2.5. Save a Notice Template
 - 4.2.6. Attach and Associated Component
 - 4.2.7. View a Bid Notice Abstract
 - 4.2.8. Edit a Bid Notice
 - 4.2.9. Delete a Bid Notice
 - 4.2.10. Post a Bid Notice
 - 4.2.11. Change Status from Pending to in-Preparation
 - 4.2.12. Create a Bid Supplement
 - 4.2.13. Add Supplier to the Document Request List
 - 4.2.14. Create a Bidder's List
 - 4.2.15. How to Short List Suppliers
 - 4.2.16. Create a Bid Notice – 2nd Stage Bidding
 - 4.2.17. Create an Award Notice
 - 4.2.18. Upload Associate Document
 - 4.2.19. Cancel/Postpone/Fail a Bid Notice
 - 4.2.20. Repeat Order
 - 4.2.21. View Detail Tracking Report
 - 4.3. Award Notice List
5. **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. **My Profile**
 - 6.1. View Own Profile
 - 6.2. Update Own Profile
 - 6.3. Change Password
 - 6.4. Activity
7. **Opportunities**
 - 7.1. Open Opportunities
 - 7.2. Former Opportunities
 - 7.3. Award Notices
8. **Directory**
 - 8.1. Buyer Directory
 - 8.2. Supplier Directory
9. **About GEPS**
10. **Open Forum**

Day 3 **Arrival of HOPE & BAC Member Participants and Registration**

2:00 – 3:00 PM	Arrival of HOPE & BAC Chair Participants & Check-In Time Room Assignments (based on Confirmation)
4:30 – 5:30PM	Registration of Participants
7:00 PM	DINNER

Day 4 **RA 9184 & The Procurement of Goods and Services**

8:30 – 8:45 AM	Opening Prayer & Recap
8:45 – 12:00 Nn	General Provisions of the GPRA (RA 9184) & Latest GPPB Issuances
12:00 – 1:00 PM	LUNCH BREAK
1:00 – 2:30 PM	Continuation of RA 9184
2:30 – 3:30 PM	Procurement of Goods
3:30 – 3:45 PM	PM Snacks
3:45 – 4:45 PM	Procurement of Goods thru AMP
4:45– 5:15 PM	Case Study for the Procurement of Goods
5:15 – 5:30 PM	OPEN FORUM
7:00 PM	DINNER

Day 5 **Procurement of Infrastructure Projects & Preparation of PPMPs**

8:00 – 8:15 AM	Opening Prayer & Recap
8:15– 11:00 AM	Procurement of Infrastructure Projects
11:00 – 11:15 AM	Open Forum
11:15 – 11:30 AM	Comprehension Exam
11:30 – 12:00 PM	Case Study for the Procurement of Infrastructure Projects
12:00 – 1:30 PM	Lunch Break & Check-Out of HOPE & BAC Members
1:30 – 3:30 PM	Procurement of Consulting Services
3:30 – 4:30 PM	OPEN FORUM
4:30 – 5:00 PM	Closing Ceremony & Awarding of Certificates