










Master list of Procedures for Requests for Resource Persons for Trainings on GPRA and its IRR

Responsible Person	Process Flow	Notes	References
CDD Head	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Receive training request and assign to CDD PMO </div> 		Training Request Routing Slip
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Record information of request to Database </div> 		
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Coordinate with Requesting Agency and send Training Needs Assessment Form </div> 	Note 1	Training Needs Assessment Form
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Coordinate with RPs as to their availability </div> 	Note 2	Directory of Recognized Trainers
Assigned CDD PMO, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare and send Endorsement Letter/s to Recognized Trainer/s and/or Office Order for GPPB-TSO RPs </div> 	Note 3	Endorsement Letter, Office Order
Assigned CDD PMO, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare and send Confirmation Letter with Post-Training Evaluation Form or Letter of Regrets to Requesting Office </div> 	Note 4	Confirmation Letter, Letter of Regrets, Post-Training Evaluation Form

Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Coordinate final arrangements and requirements with Requesting Office and RPs  </div>	Note 5	Accomplished Training Needs Assessment
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare Post-Training Evaluation Results Summary  </div>	Note 6	Accomplished Post-Training Evaluation Forms, Post-Training Evaluation Results Summary
CDD Head	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Send Feedback Survey Form to Coordinator of the Requesting Office  </div>		Feedback Survey Form

NOTE 1:

1. The assigned CDD PMO shall coordinate details of the requested training with the requesting agency such as date, venue, profile of participants, venue requirements, etc.
2. The weaknesses/areas/topics most in need of focus shall be identified using the Training Needs Assessment.

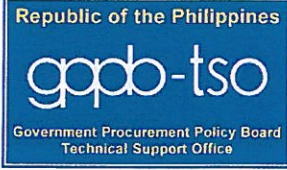
NOTE 2:

1. Depending on the instructions of the Executive Director or Deputy Executive Director in charge of the CDD, the assigned CDD PMO should inquire the availability of GPPB-TSO in-house RPs or from the pool of recognized trainers.

NOTE 3:

1. Endorsement Letter/s prepared by the assigned CDD PMO shall be reviewed and signed by the CDD Head and DED in-charge.
2. Once signed, the Endorsement Letters shall be sent by the assigned CDD PMO to the RP/s' office/s through postage mail, facsimile and electronic mail.
3. If the RP is an in-house RP of the GPPB-TSO, the CDD PMO shall secure the permission of the supervisor of the RP. Once permission is granted, the CDD PMO shall prepare the Office Order covering the attendance of the in-house RP, and submit to the CDD Head and DED in-charge for review and approval. Once approved, the CDD Head and DED in-charge shall sign the Office Order before it shall be submitted to the ED for his final review, approval and signature.

NOTE 4:

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1. Confirmation letter with Post-Training Evaluation Form prepared by the assigned CDD PMO as soon as RPs' availability has been confirmed, and shall be reviewed and signed by the CDD Head and DED in-charge.
2. Once signed, the Confirmation Letter with Post-Training Evaluation Form shall be sent by the assigned CDD PMO to the requesting agency through postage mail, facsimile and electronic mail.
3. In case no RPs are available, a Letter of Regrets prepared by the assigned CDD PMO shall be reviewed and signed by the CDD Head and DED in-charge. Accordingly, it shall be sent by the assigned CDD PMO to the requesting agency through postage mail, facsimile and electronic mail.

NOTE 5:

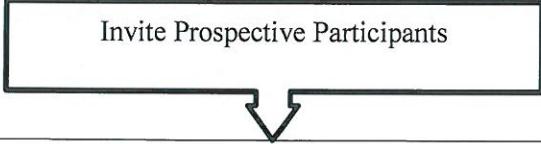
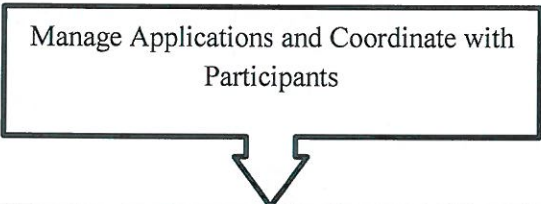
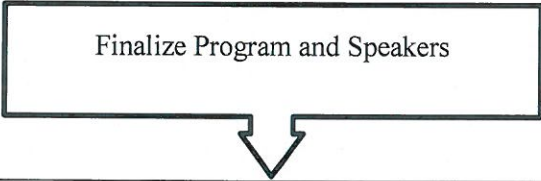

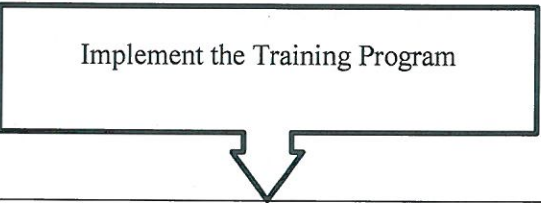

1. Coordinate arrangements and requirements of RPs such as transportation service or parking space, equipment, supplies, materials, etc.
2. Coordinate arrangements and requirements of requesting agency such as transportation service or parking space, equipment, supplies, materials, RP's curriculum vitae or profile, etc.

NOTE 6:

1. Assigned CDD PMO should follow up with the requesting office on their submission of the accomplished Post-Training Evaluation forms immediately after the conduct of the training.
2. Once the Post-Training Evaluation Results Summary is completed, a copy of it shall be sent by the assigned CDD PMO to the RPs.

Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge
Date:	Date:	Date:

Trainings for Government and Private Sectors

Responsible Person	Process Flow	Notes	References
Assigned CDD PMO, CDD Head, DED in-charge		Note 1	Application Form for Government Sector, Application Form for Private Sector
Assigned CDD PMO		Note 2	Accomplished Application Form, Billing Statement, Order of Payment, Participant's Profile Sheet
Assigned CDD PMO, CDD Head, DED in-charge		Note 3	Draft Program for Training for Government Sector, Draft Program for Training for Private Sector
CDD, CDD Head, DED in-charge		Note 4	Participant's Profile Summary, Attendance Sheet, Office Order, Certificate of Appearance, Post-Training Evaluation Form
CDD		Note 5	Certificate of Participation
Assigned CDD PMO		Note 6	AV Recordings, Accomplished Post-Training Evaluation Forms, Training Report

NOTE 1:

1. The invitation for the prospective participants shall be prepared and submitted by the CDD PMO to the CDD Head and DED in-charge for their review and approval. The invitation shall be revised in accordance with the comments or corrections by the CDD Head and DED in-charge.
2. Once finalized, the invitation along with the tentative Program and application form shall be submitted to the Information Management Division for posting in the GPPB website.
3. The invitation, tentative Program and application form shall likewise be sent through e-mail to prospective participants.

NOTE 2:

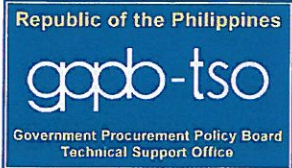
1. Upon receipt of the application of prospective participants, the CDD PMO shall check whether it has been included in the cut-off of number of participants.
2. If affirmative, an e-mail shall be sent by the CDD PMO to notify the applicant of the payment and reservation procedure and requirements which also includes the Billing Statement, Order of Payment and Participant's Profile Sheet. Otherwise, an e-mail shall be sent by the CDD PMO notifying the applicant that his or her application is waitlisted or denied, whichever is applicable.
3. Once the applicant complied with the reservation requirements, the CDD PMO shall include the applicant in the Attendance Sheets and an advisory on the final details and administrative and logistics arrangements of the training shall be sent through e-mail.
4. The CDD PMO shall also prepare the Participant's Profile Summary as soon as he or she receives an accomplished Participant's Profile Sheet.

NOTE 3:

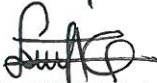


1. The CDD PMO shall prepare the final Program and propose RPs for each topic which shall be reviewed and approved by the CDD Head and DED in-charge.
2. Once approved, the CDD PMO shall secure the permission of the respective supervisor/s of the RPs.

NOTE 4:






1. The CDD PMO shall propose members of the Secretariat Team which shall be reviewed and approved by the CDD Head and DED in-charge.
2. Once approved, the CDD PMO shall secure the permission of the respective supervisor/s of the members of the Secretariat Team.
3. The CDD PMO shall prepare the Office Order covering the attendance of the members of the Secretariat Team and RPs, and submit to the CDD Head and DED in-charge for review and approval. Once approved, the CDD Head and DED in-charge shall sign the Office Order before it shall be submitted to the ED for his final review, approval and signature.
4. The CDD PMO shall coordinate with the suppliers of training bags and training materials, and lessor for the venue to discuss the requirements for the training.
5. The CDD PMO shall coordinate the final details of the training with the RPs, such as venue, transportation, etc. and they will be furnished with the final Attendance Sheets and Participant's Profile Summary for their reference and information.
6. Training kits which shall include the handouts and Post-Training Evaluation Form among others shall be prepared by the CDD. This will also include the preparation of Certificate of Attendance and IT equipment, and procurement of supplies and materials.

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NOTE 5:
<ol style="list-style-type: none"> 1. Certificate of Participation shall be prepared and issued only for participants who have actually attended the training. 2. IT Equipment and outputs of each day's sessions, such as signed attendance sheets, accomplished Post-Training Evaluation Forms and audio and/or video recordings shall be properly kept.
NOTE 6:
<ol style="list-style-type: none"> 1. Once the Post-Training Evaluation Results Summary is completed, a copy of it shall be sent by the assigned CDD PMO to the RPs. 2. Upon completion of the Training Report, the assigned CDD PMO shall submit a printed copy to the CDD Head and DED in-charge, and upload the electronic copy to the CDD Google Drive.

Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge
Date:	Date:	Date:

Continuous Capacity Building Program for GPPB-TSO Recognized Trainers

Responsible Person	Process Flow	Notes	References
Assigned CDD PMO, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare Program, and Identify and/or Invite Resource Persons </div> 	Note 1	Program, Invitation Letter for RP/s
CDD	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Invite and Coordinate with Recognized Trainers </div> 	Note 2	Invitation Letter for Recognized Trainers, Confirmation Form, Program, Attendance Sheets
CDD, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare Administrative and Logistics Requirements </div> 	Note 3	Attendance Sheet, Office Order, Certificate of Appearance, Certificate of Participation, Certificate of Appreciation, Post-Training Evaluation Form
CDD	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Implement the Training Program </div> 	Note 4	
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare Post-Training Report </div> 	Note 5	AV Recordings, Accomplished Post-Training Evaluation Forms, Training Report

NOTE 1:

1. The Program and proposed RPs shall be prepared and submitted by the assigned CDD PMO to the CDD Head and DED in-charge for their review and approval. The Program and proposed RPs shall be revised in accordance with the comments or corrections by the CDD Head and DED in-charge.
2. Once finalized, the Invitation Letter for the RPs, if outside the GPPB-TSO, shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
3. Once approved, the CDD Head and DED in-charge shall sign the Invitation Letter/s for the RP/s before it shall be submitted to the ED for his final review and signature.
4. Once all signatures are completed, the assigned CDD PMO shall send the Invitation Letter/s along

with the copy of the Program to the RP/s through postage mail and facsimile.

5. The assigned CDD PMO shall coordinate the availability of the RP on the training schedule, and propose another suitable RP in case the original RP is not available.
6. If the identified RP is an in-house RP of the GPPB-TSO, the CDD PMO shall secure the permission of the respective supervisor/s of the RPs.

NOTE 2:

1. The Invitation Letter for the Recognized Trainers shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
2. Once approved, the CDD Head and DED in-charge shall sign the Invitation Letters for the Recognized Trainers before it shall be submitted to the ED for his final review and signature.
3. Once all signatures are completed, the CDD shall send the Invitation Letters along with the copy of the Program and Confirmation Form to the Recognized Trainers through postage mail, facsimile and electronic mail.
4. The CDD shall follow-up the confirmation of attendance of the Recognized Trainers.
5. The assigned CDD PMO shall include the Recognized Trainer in the Attendance Sheets as soon as the accomplished confirmation form is received. An advisory on the final details and administrative and logistics arrangements of the training shall also be sent to the confirmed Recognized Trainers through e-mail.

NOTE 3:


1. The CDD PMO shall propose members of the Secretariat Team which shall be reviewed and approved by the CDD Head and DED in-charge.
2. Once approved, the CDD PMO shall secure the permission of the respective supervisor/s of the members of the Secretariat Team.
3. The CDD PMO shall prepare the Office Order covering the attendance of the members of the Secretariat Team and RPs, and submit to the CDD Head and DED in-charge for review and approval. Once approved, the CDD Head and DED in-charge shall sign the Office Order before it shall be submitted to the ED for his final review, approval and signature.
4. The CDD PMO shall coordinate with the suppliers of training bags and training materials, and lessor for the venue to discuss the requirements for the training.
5. The CDD PMO shall coordinate the final details of the training with the RPs, such as venue, transportation, etc. and they will be furnished with the final Attendance Sheets for their reference and information.
6. Training kits which shall include the handouts and Post-Training Evaluation Form among others shall be prepared by the CDD. This will also include the preparation of Certificates of Attendance, Participation and Appreciation, if needed, and IT equipment, and procurement of supplies and materials.

NOTE 4:




1. Certificate of Participation shall be issued only for participants who have actually attended the training.
2. IT Equipment and outputs of each day's sessions, such as signed attendance sheets, accomplished Post-Training Evaluation Forms and audio and/or video recordings shall be properly kept.

NOTE 5:

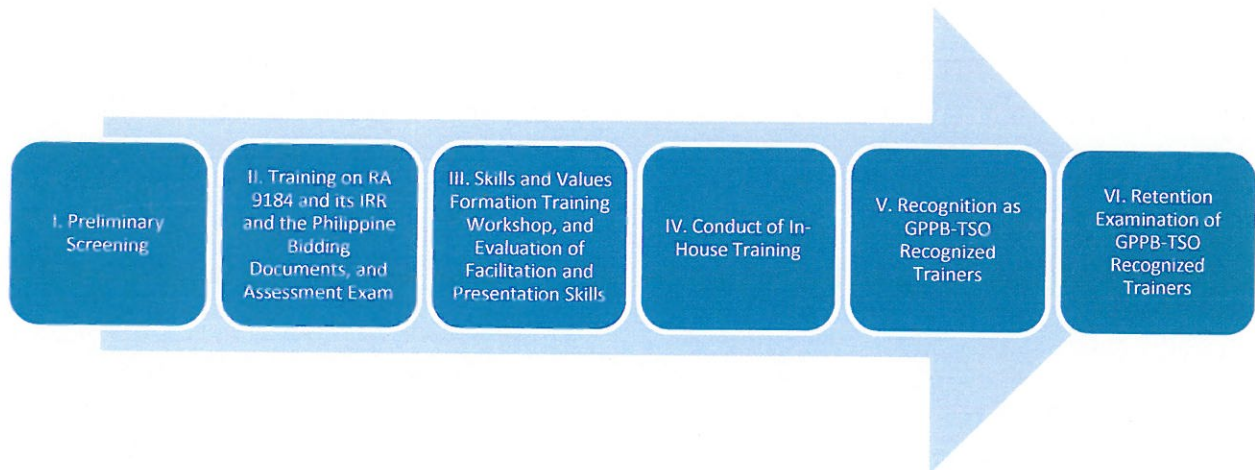
1. Once the Post-Training Evaluation Results Summary is completed, a copy of it shall be sent by the assigned CDD PMO to the RPs.

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2. Upon completion of the Training Report, the assigned CDD PMO shall submit a printed copy to the CDD Head and DED in-charge, and upload the electronic copy to the CDD Google Drive.

<p>Prepared by:</p>  <p>Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member</p>	<p>Checked by:</p>  <p>Name: CHARITY ANNE OSDON Position: Quality Management Representative</p>	<p>Approved by:</p>  <p>Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge</p>
Date:	Date:	Date:

Recruitment, Selection, Recognition and Retention Program for GPPB-TSO Recognized Trainers




STAGE I – PRELIMINARY SCREENING

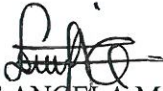


Responsible Person	Process Flow	Notes	References
Assigned CDD PMO, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Craft or Review Requirements/Qualifications of a Trainer</div> <div style="text-align: center;">↓</div>		
Assigned CDD PMO, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare and send Invitation Letters to Identified Agencies/Offices</div> <div style="text-align: center;">↓</div>	Note 1	Invitation Letter, Nomination Form, Participant's Profile Sheet
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Preliminary Screening of Requirements/Qualifications of Nominated Trainer</div> <div style="text-align: center;">↓</div>	Note 2	

NOTE 1:

1. The assigned CDD PMO shall propose a list of agencies/offices which will be invited to participate in the Program to the CDD Head, DED in-charge and ED.
2. Once the list of agencies/offices is approved, the Invitation Letter shall be prepared by the

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- assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
3. Once approved, the CDD Head and DED in-charge shall sign the Invitation Letters before it shall be submitted to the ED for his final review and signature.
 4. Once all signatures are completed, the CDD shall send the Invitation Letters along with the copy of the Nomination Form and Participant's Profile Sheet to the identified agencies/offices through postage mail and facsimile.
 5. The CDD shall follow-up the submission of nominees of the invited agencies/offices
- NOTE 2:**
1. Once the nomination form and Participant's Profile Sheet are received, the assigned CDD PMO shall check whether the nominee has passed the minimum requirements and qualifications.
 2. Upon completion of assessment of all submitted nomination form and Participant's Profile Sheets, the assigned CDD PMO shall submit the list of prospective trainers to the CDD Head.

Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA X. SANTIAGO-YAN Position: Executive Director/ Officer-in-Charge
Date:	Date:	Date:

STAGE II - TRAINING ON RA 9184 AND ITS IRR AND THE PHILIPPINE BIDDING DOCUMENTS, AND ASSESSMENT EXAM

Responsible Person	Process Flow	Notes	References
Assigned CDD PMO, CDD Head, DED in-charge	Prepare Program, and Identify and/or Invite Resource Persons	Note 1	Program, Invitation Letter for RP/s
CDD	Coordinate with Prospective Trainers	Note 2	Confirmation Form, Program, Attendance Sheet
CDD, CDD Head, DED in-charge	Prepare Administrative and Logistics Requirements	Note 3	Attendance Sheet, Participant's Profile Summary, Office Order, Certificate of Appearance, Certificate of Participation, Certificate of Appreciation, Post-Training Evaluation Form
CDD	Implement the Training Program and Administer Assessment Examination	Note 4	
CDD	Check Examination Answer Sheets and Tabulate Scores		
Assigned CDD PMO	Prepare Post-Training Report	Note 6	AV Recordings, Accomplished Post-Training Evaluation Forms, Training Report

NOTE 1:

1. The Program and proposed RPs shall be prepared and submitted by the assigned CDD PMO to the CDD Head and DED in-charge for their review and approval. The Program and proposed

RPs shall be revised in accordance with the comments or corrections by the CDD Head and DED in-charge.

2. Once finalized, the Invitation Letter for the RPs, if outside the GPPB-TSO, shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
3. Once approved, the CDD Head and DED in-charge shall sign the Invitation Letter/s for the RP/s before it shall be submitted to the ED for his final review and signature.
4. Once all signatures are completed, the assigned CDD PMO shall send the Invitation Letter/s along with the copy of the Program to the RP/s through postage mail and facsimile.
5. The assigned CDD PMO shall coordinate the availability of the RP on the training schedule, and propose another suitable RP in case the original RP is not available.
6. If the identified RP is an in-house RP of the GPPB-TSO, the CDD PMO shall secure the permission of the respective supervisor/s of the RPs.

NOTE 2:

1. The CDD shall follow-up the confirmation of attendance of the Prospective Trainers.
2. The assigned CDD PMO shall include the Prospective Trainer in the Attendance Sheets as soon as the accomplished confirmation form is received. An advisory on the Program, final details and administrative and logistics arrangements of the training shall also be sent to the confirmed Prospective Trainers through e-mail.


NOTE 3:

1. The CDD PMO shall propose members of the Secretariat Team which shall be reviewed and approved by the CDD Head and DED in-charge.
2. Once approved, the CDD PMO shall secure the permission of the respective supervisor/s of the members of the Secretariat Team.
3. The CDD PMO shall prepare the Office Order covering the attendance of the members of the Secretariat Team and RPs, and submit to the CDD Head and DED in-charge for review and approval. Once approved, the CDD Head and DED in-charge shall sign the Office Order before it shall be submitted to the ED for his final review, approval and signature.
4. The CDD PMO shall coordinate with the suppliers of training bags and training materials, and lessor for the venue to discuss the requirements for the training.
5. The CDD PMO shall coordinate the final details of the training with the RPs, such as venue, transportation, etc. and they will be furnished with the final Attendance Sheets and Participant's Profile Summary for their reference and information.
6. Training kits which shall include the handouts and Post-Training Evaluation Form among others shall be prepared by the CDD. This will also include the preparation of Examination, Examination Answer Sheets, Certificates of Attendance, Participation and Appreciation, if needed, and IT equipment, and procurement of supplies and materials.




NOTE 4:

1. Certificate of Participation shall be issued only for participants who have actually attended the training.
2. IT Equipment and outputs of each day's sessions, such as signed attendance sheets, Examination Answer Sheets, accomplished Post-Training Evaluation Forms and audio and/or video recordings shall be properly kept.

NOTE 5:

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1. Once the Post-Training Evaluation Results Summary is completed, a copy of it shall be sent by the assigned CDD PMO to the RPs.
2. Upon completion of the Training Report, the assigned CDD PMO shall submit a printed copy to the CDD Head and DED in-charge, and upload the electronic copy to the CDD Google Drive.

Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge
Date:	Date:	Date:

STAGE III - SKILLS AND VALUES FORMATION TRAINING WORKSHOP, AND EVALUATION OF FACILITATION AND PRESENTATION SKILLS

Responsible Person	Process Flow	Notes	References
Assigned CDD PMO, CDD Head, DED in-charge	Prepare Program, and Identify and/or Invite Resource Persons	Note 1	Program, Invitation Letter for RP/s
CDD	Invite and Coordinate with Prospective Trainers	Note 2	Invitation Letter for Recognized Trainers, Confirmation Form, Program, Attendance Sheet
CDD, CDD Head, DED in-charge	Prepare Administrative and Logistics Requirements	Note 3	Attendance Sheet, Participant's Profile, Office Order, Certificate of Appearance, Certificate of Participation, Certificate of Appreciation, Post- Training Evaluation Form, Presentation and Facilitation Assessment Form
CDD	Implement the Training Program and Administer Skills Assessment and Action Planning for Stage IV	Note 4	Action Plan Sheet
CDD	Tabulate Scores on Skills Assessment		Filled-up Presentation and Facilitation Assessment Sheet
Assigned CDD PMO	Prepare Post-Training Report	Note 5	AV Recordings, Accomplished Post- Training Evaluation Forms, Training Report

NOTE 1:


1. The Program and proposed RPs shall be prepared and submitted by the assigned CDD PMO to the CDD Head and DED in-charge for their review and approval. The Program and proposed RPs shall be revised in accordance with the comments or corrections by the CDD Head and DED in-charge.
2. Once finalized, the Invitation Letter for the RPs, if outside the GPPB-TSO, shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
3. Once approved, the CDD Head and DED in-charge shall sign the Invitation Letter/s for the RP/s before it shall be submitted to the ED for his final review and signature.
4. Once all signatures are completed, the assigned CDD PMO shall send the Invitation Letter/s along with the copy of the Program to the RP/s through postage mail and facsimile.
5. The assigned CDD PMO shall coordinate the availability of the RP on the training schedule, and propose another suitable RP in case the original RP is not available.
6. If the identified RP is an in-house RP of the GPPB-TSO, the CDD PMO shall secure the permission of the respective supervisor/s of the RPs.

NOTE 2:

1. The Invitation Letter for the qualified Prospective Trainers shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
2. Once approved, the CDD Head and DED in-charge shall sign the Invitation Letters for the qualified Prospective Trainers before it shall be submitted to the ED for his final review and signature.
3. Once all signatures are completed, the CDD shall send the Invitation Letters along with the copy of the Program and Confirmation Form to the qualified Prospective Trainers through postage mail, facsimile and electronic mail.
4. The CDD shall follow-up the confirmation of attendance of the qualified Prospective Trainers.
1. The assigned CDD PMO shall include the qualified Prospective Trainers in the Attendance Sheets as soon as the accomplished confirmation form is received. An advisory on the final details and administrative and logistics arrangements of the training shall also be sent to the confirmed qualified Prospective Trainers through e-mail.

NOTE 3:

1. The CDD PMO shall propose members of the Secretariat Team which shall be reviewed and approved by the CDD Head and DED in-charge.
2. Once approved, the CDD PMO shall secure the permission of the respective supervisor/s of the members of the Secretariat Team.
3. The CDD PMO shall prepare the Office Order covering the attendance of the members of the Secretariat Team and RPs, and submit to the CDD Head and DED in-charge for review and approval. Once approved, the CDD Head and DED in-charge shall sign the Office Order before it shall be submitted to the ED for his final review, approval and signature.
4. The CDD PMO shall coordinate with the suppliers of training bags and training materials, and lessor for the venue to discuss the requirements for the training.
5. The CDD PMO shall coordinate the final details of the training with the RPs, such as venue, transportation, etc. and they will be furnished with the Participant's Profile Summary and final Attendance Sheets for their reference and information.

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6. Training kits which shall include the handouts and Post-Training Evaluation Form among others shall be prepared by the CDD. This will also include the preparation of Presentation and Facilitation Assessment Form, Certificates of Attendance, Participation and Appreciation, if needed, and IT equipment, and procurement of supplies and materials.

NOTE 4:






1. Certificate of Participation shall be issued only for participants who have actually attended the training.
2. IT Equipment and outputs of each day's sessions, such as accomplished Assessment Forms, signed attendance sheets, accomplished Post-Training Evaluation Forms and audio and/or video recordings shall be properly kept.

NOTE 5:

1. Once the Post-Training Evaluation Results Summary is completed, a copy of it shall be sent by the assigned CDD PMO to the RPs.
2. Upon completion of the Training Report, the assigned CDD PMO shall submit a printed copy to the CDD Head and DED in-charge, and upload the electronic copy to the CDD Google Drive.

Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge
Date:	Date:	Date:

STAGE IV – CONDUCT OF IN-HOUSE TRAINING


Responsible Person	Process Flow	Notes	References
CDD, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare and send Letter Requesting for the Conduct of In-House Training to prospective trainers </div> 	Note 1	Letter Requesting for the Conduct of In-House Training
CDD	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Coordinate training schedule and details with the prospective trainers </div> 	Note 2	Post-Training Evaluation Form
CDD, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Identify and/or request Observer/s from GPPB-TSO RPs and/or Recognized </div> 	Note 3	Letter Requesting Recognized Trainer as Observer, Post-Training Evaluation Form, Office Order
CDD	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Coordinate details of the In-House Training with confirmed Observer/s </div> 	Note 4	
Assigned CDD PMO	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Tabulate Scores on the conduct of In-House Training </div> 		Accomplished Post-Training Evaluation Forms

NOTE 1:




1. The Letter requesting the qualified Prospective Trainers to conduct an In-House Training shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
2. Once approved, the CDD Head and DED in-charge shall sign the Letter Requests for the qualified Prospective Trainers before it shall be submitted to the ED for his final review and signature.
3. Once all signatures are completed, the CDD shall send the Letter Requests to the qualified Prospective Trainers through postage mail, facsimile and electronic mail.

NOTE 2:




1. The CDD shall follow-up the confirmation of the qualified Prospective Trainers and request for the details of the Training, such as date and venue, as well as copy of their Program and presentations/.

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- NOTE 3:**
1. The assigned CDD PMO shall propose Observer/s to the CDD Head and DED in-charge for their approval.
 2. Once approved, the Letter Request for the Observer, if coming from the pool of recognized trainers, shall be prepared by the assigned CDD PMO and submitted to the CDD Head and DED in-charge for their review and approval.
 3. Once approved, the CDD Head and DED in-charge shall sign the Letter Request for the RP before it shall be submitted to the ED for his final review and signature.
 4. Once all signatures are completed, the assigned CDD PMO shall send the Letter Request along with the Post-Training Evaluation Form to the Observer through postage mail and facsimile.
 5. The assigned CDD PMO shall coordinate the availability of the Observer on the training schedule, and propose another suitable Observer in case the original Observer is not available.
 6. If the identified Observer is an in-house RP of the GPPB-TSO, the CDD PMO shall secure the permission of the respective supervisor/s of the RPs. Once confirmed, an Office Order shall be prepared by the assigned CDD PMO, and submitted to the CDD Head and DED in-charge for review and approval. Once approved, the CDD Head and DED in-charge shall sign the Office Order before it shall be submitted to the ED for his final review, approval and signature.
- NOTE 4:**
1. The assigned CDD PMO shall coordinate the final details of the training with the Observer, such as venue, transportation, etc. and they will be furnished with the Participant's Profile and, copy of the Program and presentation/s prepared by the prospective trainer for their reference and information.


Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge
Date:	Date:	Date:

STAGE V – RECOGNITION AS GPPB-TSO TRAINER



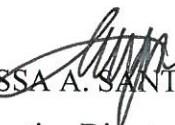
Responsible Person	Process Flow	Notes	References
CDD	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Finalize Total Scores and List of Prospective Trainers who completed and passed the 4 Stages of the Program </div> 		
CDD, CDD Head	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Recommend List of Qualified Trainers to ED </div> 		
CDD, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare and send letter to head of agencies notifying them of the successful completion of their representatives to the Program and request for the issuance of an Order authorizing the newly-recognized trainers to carry out their functions as procurement trainers </div> 	Note 1	Letter for Agency Heads, Directory of GPPB-TSO Recognized Trainers


NOTE 1:

1. A Letter addressed to the agency head of prospective trainers who have completed and passed the 4 stages of the Program shall be prepared and submitted by the assigned CDD PMO to the CDD Head and DED in-charge for their review and approval. The Letter shall likewise request for the issuance of an Order from the agency head authorizing the newly-recognized trainer to perform its functions as a procurement trainer. The Letter shall be revised in accordance with the comments or corrections by the CDD Head and DED in-charge.
2. Once approved, the CDD Head and DED in-charge shall sign the Letters for the Agency Heads before it shall be submitted to the ED for his final review and signature.
3. Once all signatures are completed, the assigned CDD PMO shall send the Letters to the agency/offices through postage mail and facsimile.
4. The assigned CDD PMO shall follow up the issuance of the requested Order from the agency/office.
5. Once the Order is received, the CDD PMO shall update the Directory of GPPB-TSO


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Recognized Trainers to include the newly-recognized trainer.




<p>Prepared by:</p>  <p>Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member</p>	<p>Checked by:</p>  <p>Name: CHARITY ANNE OSDON Position: Quality Management Representative</p>	<p>Approved by:</p>  <p>Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge</p>
Date:	Date:	Date:

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STAGE VI – RETENTION OF GPPB-TSO RECOGNIZED TRAINERS

Responsible Person	Process Flow	Notes	References
CDD, CDD Head, DED in-charge	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Continuing Capacity Building Program for GPPB-TSO Recognized Trainers  </div>	Note 1	Same References as Annex “B”, but a Written and/or Oral Examination shall be administered

<p>NOTE 1:</p> <ol style="list-style-type: none"> 1. The CDD shall implement the Continuing Capacity Building Program for GPPB-TSO Recognized Trainers. 2. Whenever necessary, a Written and/or Oral Examination shall be administered to the recognized trainers before the end of the Capacity Building Program. 3. Only those who have passed the Written and/or Oral Examination shall be retained in the pool of recognized trainers.
--

Prepared by:  Name: DIANE ANGELA MARCOS Position: Quality Management Team, Member	Checked by:  Name: CHARITY ANNE OSDON Position: Quality Management Representative	Approved by:  Name: MELISSA A. SANTIAGO-YAN Position: Executive Director/ Officer-in- Charge
Date:	Date:	Date:

CAPACITY DEVELOPMENT DIVISION
TRAINING REQUEST ROUTING SLIP

Requesting Office: _____
 Date Received by CDD Head: _____
 Assigned to: _____
 Date Assigned to CDD Staff: _____
 Remarks/Instructions: _____

Action:	Accommodated / Endorsed / Invited to In-House / Declined <i>(Please encircle)</i>
Final training date:	
Reply letter to Requesting Office	Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____
Endorsement letter/s to Resource Speaker/s, if any	FIRST ENDORSEMENT LETTER Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____ LAST ENDORSEMENT LETTER Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____
Office Order/ Pass Slip <i>(Please encircle)</i>	Date 1 st draft submitted for review: _____ Date finalized and signed: _____

CAPACITY DEVELOPMENT DIVISION
TRAINING REQUEST ROUTING SLIP

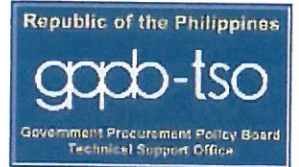
Requesting Office: _____
 Date Received by CDD Head: _____
 Assigned to: _____
 Date Assigned to CDD Staff: _____
 Remarks/Instructions: _____

Action:	Accommodated / Endorsed / Invited to In-House / Declined <i>(Please encircle)</i>
Final training date:	
Reply letter to Requesting Office	Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____
Endorsement letter/s to Resource Speaker/s, if any	FIRST ENDORSEMENT LETTER Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____ LAST ENDORSEMENT LETTER Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____
Office Order/ Pass Slip <i>(Please encircle)</i>	Date 1 st draft submitted for review: _____ Date finalized and signed: _____

CAPACITY DEVELOPMENT DIVISION
TRAINING REQUEST ROUTING SLIP

Requesting Office: _____
 Date Received by CDD Head: _____
 Assigned to: _____
 Date Assigned to CDD Staff: _____
 Remarks/Instructions: _____

Action:	Accommodated / Endorsed / Invited to In-House / Declined <i>(Please encircle)</i>
Final training date:	
Reply letter to Requesting Office	Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____
Endorsement letter/s to Resource Speaker/s, if any	FIRST ENDORSEMENT LETTER Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____ LAST ENDORSEMENT LETTER Date 1 st draft submitted for review: _____ Date finalized and signed: _____ Date released: _____
Office Order/ Pass Slip <i>(Please encircle)</i>	Date 1 st draft submitted for review: _____ Date finalized and signed: _____



TRAINING NEEDS ASSESSMENT

REQUESTING AGENCY: _____

CONTACT PERSON AND DETAILS:

Name: _____

Telephone Number/s: _____

Mobile Number/s: _____

Email Address: _____

PROPOSED TRAINING DATE: _____

PROPOSED TRAINING VENUE: _____

I. OBJECTIVE/S OF THE TRAINING:

II. PARTICIPANTS' PROFILE:

a. Please check designation of target participants.

- i. HOPE _____
- ii. BAC Member _____
- iii. BAC Secretariat _____
- iv. TWG Member _____
- v. End-User Representative _____
- vi. Other Positions (Supply Officer, Canvasser, etc.)

Please specify: 1. _____

2. _____

3. _____

4. _____

5. _____

b. Please check origin of Target participants (Add sheets if necessary):

- i. From the requesting agency only _____
- ii. From attached agency/ies/regional office/s _____
 Please specify: 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

c. Total Number of Target participants: _____

III. PROCUREMENT TRAININGS/SEMINARS CONDUCTED/ORGANIZED:

Please list down the Procurement Trainings/Seminars conducted or organized by your agency for the last two (2) years. Indicate in the last column if said training was coordinated with GPPB-TSO. (Add sheets if necessary)

Training Title	Date and Venue	Coordinated with GPPB-TSO (Yes or No)

IV. GAUGING PROCUREMENT COMPETENCIES:

Base on your observation and professional dealings with target participants, please rate their ability on a competence scale of **1-5**, against the competencies below:

1	No knowledge/skill
2	A little knowledge/skill, with considerable development required
3	Some knowledge/skill but development required
4	Good level of knowledge/skill displayed, with a little development required
5	Highly competent, with no/very little development required

COMPETENCY I		RATING (1-5)
1	Scope and Coverage of the Government Procurement Reform Act and its Implementing Rules and Regulations (R.A. 9184 and its IRR)	
2	Principles of Procurement	
3	Functions and Responsibilities of the Head of the Procuring Entity (HOPE)	
4	Qualifications and Functions of BAC Members and Alternate BAC Members, BAC SEC, and TWG	
5	Roles and Responsibilities of Observers	
AVERAGE RATING		

COMPETENCY II		RATING (1-5)
1	Familiarity with the Project Procurement Management Plan (PPMP), its importance and how to prepare	
2	Familiarity with the Annual Procurement Plan (APP), its importance and how to prepare	
3	Familiarity with the Procurement Monitoring Report (PMR), its importance and how to prepare	
4	Differences of the different forms used in procurement activities (PR, PO, PPMP, APP, PMR, APP-CSE, etc.)	
AVERAGE RATING		

COMPETENCY III		RATING (1-5)
1	Step by step procedure in the procurement of Goods and Services, Infrastructure Projects and Consulting Services; their similarities and differences	
2	Procurement Timelines	
3	Differences between pre-procurement conference and pre-bid conference	
4	Advertisement and posting requirements	
5	Minimum Eligibility Requirements in Public Bidding	
6	How to evaluate bids and the purpose of evaluation	
7	When and how to conduct post-qualification and its purpose	
8	The grounds for failure of bidding and who declares	
9	When and to whom to award the project contract	
AVERAGE RATING		

COMPETENCY IV		RATING (1-5)
1	Invitation to Bid (IB), its purpose and contents	
2	Instruction to Bidders (ITB), its purpose and contents	
3	Procedure of sealing and marking of bids	
4	When is modification of bids allowed	
5	Bid Data Sheet (BDS), its purpose and contents	
AVERAGE RATING		

COMPETENCY V		RATING (1-5)
1	When is the use of alternative methods of procurement allowed	
2	Difference between Shopping and Small Value Procurement	
3	Whether observers are allowed in alternative methods of procurement	
4	Advertisement and posting requirements in alternative methods of procurement	
5	Exceptions to the requirement of performance and warranty security	
AVERAGE RATING		

COMPETENCY VI		RATING (1-5)
1	Requisites of a valid protest and process of its resolution	
2	Procurement-related offenses that may be committed by a public officer	
3	Procurement-related offenses that may be committed by a private individual	
4	Grounds and procedure for blacklisting	
5	Grounds and procedure for termination of contract	
AVERAGE RATING		

V. ASSESSING NEEDS:

Please rank the following topics base on your target participants' level of need, from 1 to 15, with 1 as your top most priority.

TOPICS	RANK
General Provisions of the GPRA: Scope, Coverage and Application, Reform Measures, and Principles	
Procurement Organization – Roles and Functions of the Head of the Procuring Entity, BAC, BAC Secretariat, TWG and Observers	
Procurement Planning and Monitoring – Preparation of the Project Procurement Management Plan, Annual Procurement Plan and Performance Monitoring Report	
Standardized Bidding Procedures for Goods and Services	
Standardized Bidding Procedures for Infrastructure Projects	
Standardized Bidding Procedures for Consulting Services	
Alternative Methods of Procurement	
Civil, Penal and Administrative Provisions	

TOPICS	RANK
Protest Mechanism	
Termination of Contracts	
Blacklisting Guidelines	
Preparation of Bidding Documents – IB, ITB, TOR, BDS	
Ethics in Procurement – Procurement Frauds and Offenses, Legal Bases of Ethical Behavior	
Audit in Procurement – COA documentary requirements, cases of COA disallowances	
Functions and Responsibilities of Observers	

Other procurement-related topics not listed above your target participants may be interested in (Add sheets if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____

Specific Procurement Issues/Concerns:

Please list down specific issues and concerns that you or the target participants wish to be addressed during the Training (Add sheets if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____

Accomplished by:

Name and Signature: _____

Designation: _____

GPPB-TSO RECOGNIZED TRAINERS FROM COMPOSITE TEAM

	REGION	AGENCY/ OFFICE	NAME	POSITION
1	NCR	DBM	Dir. Ruby R. Esteban	Regional Director
2		DBM	Mr. Joseph Cicero M. Sy	Chief Budget & Management Specialist
3		UP-Manila	Ms. Lovelle C. Saguid	Chief Budget Office
4		COA	Ms. Laura R. Babasa	State Auditor IV
5		PS	Mr. Rommel D. Rivera	Officer-in-Charge, Head of the Contract Management Group
6	CAR	DBM	Dir. Liza B. Fangsilat	Regional Director
7		DBM	Ms. Mayna M. Caymo	Chief Budget & Management Specialist
8		DBM	Ms. Marie Christine D. Andaya	Supervising Budget & Management Specialist
9		COA	Ms. Purita O. Pacial	Regional Supervising Auditor
10		COA	Ms. Edna T. Tomelden	Chief Administrative Officer
11		Provincial Government of Mountain Province	Atty. Tomas A. Kiwang, Jr.	Provincial Legal Officer
12		DILG	Mr. Gerry C. Balang	Supervising Administrative Officer
13		DPWH	Engr. Alberto N. Gahid	OIC, Assistant Regional Director
14		PHILLBO	Atty. Leticia O. Clemente	City Budget Officer, City Government of Baguio
15		PHILLBO	Mr. Alex B. Cabarrubias	Assistant City Budget Officer, City Government of Baguio
16	I	DBM	Dir. Nenita A. Failon	Regional Director
17		DBM	Ms. Estrella E. Mandap	Chief Budget & Management Specialist
18		DBM	Mr. Ryan. A. Milanés	Budget Management & Specialist I
19		COA	Dir. Lynn S. F. Sicangco	Regional Director
20		COA	Engr. Orlando G. Soco	Chief, Technical and Information Technology Service
21		DILG	Ms. Benedicta M. Barnachea	Local Government Operations Officer V
22		PHILLBO	Ms. Hilaria J. Claveria	Provincial Budget Officer, provincial Government of Pangasinan

	REGION	AGENCY/ OFFICE	NAME	POSITION
23	II	DBM	Mr. Reynaldo R. Villon	Senior Budget & Management Specialist
24		DBM	Ms. Ludivina T. Potot	Chief Budget & Management Specialist
25		DBM	Mr. Francis C. Bautista	Chief Administrative Officer
26		DILG	Ms. Lorna M. Durwin	Chief Administrative Officer
27		PHILLBO	Ms. Rema M. Salvador	Municipal Budget Officer, Municipal Government of Baggao, Cagayan
28	III	DBM	ARD Rosalie C. Abesamis	Assistant Regional Director
29		DBM	Ms. Gracela A. Ortiz	Chief Budget & Management Specialist
30		DBM	Ms. Thelma Abigail N. Macalino	Senior Budget & Management Specialist
31		DBM	Mr. Reymon L. Romero	Budget & Management Specialist II
32		COA	Ms. Bettina M. San Antonio	OIC-Chief, Technical and Information Technology Services
33		COA	Ms. Josefina M. Serrano	State Auditor V
34		DILG	Ms. Anita W. Adriano	Chief Administrative Officer
35		DBM	Ms. Nympha Manalastas	Chief Budget & Management Specialist
36		DBM	Mr. Leoncio A. Arellano	Supervising Budget & Management Specialist
37		DILG	Dir. Allan V. Benitez	Provincial Director, Rizal
38		DILG	Mr. John M. Cerezo	LGOO VII
39		DPWH	Dir. Huillio B. Belleza	Regional Director
40		PHILLBO	Dr. Henry M. Buzar	Human Resource Management Officer and Designated Provl Disaster Risk Reduction and Management Officer, Provincial Government of Quezon
41		PHILLBO	Mr. Diego M. Salas	Provincial Budget Officer, Provincial Government of Quezon
42		PHILLBO	Mr. Carlito D. Priola	Municipal Budget Officer, Municipality of Pagsanjan, Laguna
43		DBM	Dir. Renato M. De Vera	Regional Director
44		DBM	ARD Rodrigo M. Marquez	Assistant Regional Director

	REGION	AGENCY/ OFFICE	NAME	POSITION
45	IV-B	DBM	Ms. Teresita S. Villaroman	Chief Budget and Management Specialist
46		DBM	Ms. Gemma P. Rivera	Budget and Management Specialist II
47		DBM	Mr. Christian G. Mendoza	Budget and Management Specialist I
48		DBM	Mr. Jerdy Paul A. Mercene	Budget and Management Analyst
49		PHILLBO	Mr. Fernando B. Mercene	Municipal Budget Officer, Municipality of Santa Cruz, Occidental Mindoro
50		PHILLBO	Mr. Manuel T. Tria, Jr.	Provincial Budget Officer, Province of Occidental Mindoro
51	V	DBM	Dir. Ma. Angelita C. Cells	Regional Director
52		DBM	Ms. Leticia D. Imperial	Chief Administrative Officer
53		COA	Mr. Jose Rey R. Binamira	State Auditor IV
54		COA	Atty. Eleanor V. Echano	State Auditor IV Audit Team Leader
55		COA	Ms. Edita O. Nota	State Auditor IV
56		DILG	Ms. Henedina T. Gonzales	Chief Administrative Officer
57		DILG	Mr. David F. De Guzman, Jr.	LGOO VII - LGCDD Chief
58		DILG	Mr. Olivio D. Ramirez	LGMED Chief
59		PHILLBO	Mr. Jose Roderick M. Millano	Head, Municipal Government Department Municipal Budget Officer, Municipal Government of Pilar, Sorsogon
60	VI	DBM	Dir. Alfonso B. Bedonia, Jr.	Regional Director
61		DBM	ARD Mae L. Chua	Assistant Regional Director
62		COA	Ms. Daisylyn T. Tavarro	State Auditor V & Supervising Auditor
63		COA	Ms. Ma. Josefina V. Rivas	State Auditor V
64		COA	Ms. Arlene D. Togonon	State Auditor V
65		DILG	Atty. Ferdinand L. Panes	City Director, DILG Iloilo City
66		DILG	Ms. Ma. Eleanor T. Antiquiera	Chief Administrative Officer

	REGION	AGENCY/ OFFICE	NAME	POSITION
67		DILG	Ms. Joey M. Torreda	Administrative Officer V
68		PHILLBO	Mr. G. Antonio T. Arbis	Provincial Budget Officer, Provincial Government of Capiz
69		PHILLBO	Mr. Virgilio A. Abonador	Municipal Budget Officer, Municipality of Dueñas, Iloilo
70	VII	DBM	Dir. Carmela S. Fernan	Regional Director
71		DBM	Mr. Jose A. Salvador, Jr.	Chief Budget and Management Specialist
72		COA	Ms. Josette A. Rodriguez	State Auditor V
73		COA	Engr. Christopher Y. Ursal	Chief Technical Audit Specialist
74		DILG	Atty. Aiiza Fiel A. Nogra	Attorney IV
75		PHILLBO	Mr. Samuel C. Penales	Municipal Budget Officer, Municipal Government of Dausi, Bohol
76		PHILLBO	Mr. Danilo A. Ferniz	Municipal Budget Officer, Municipal Government of Bilar, Bohol
77		PHILLBO	Mr. Ivan Y. Marchan	Municipal Budget Officer, Municipal Government of Lazi, Siquijor
78		PHILLBO	Mr. Jeremias C. Barcenás	City Budget Officer, City of Toledo, Cebu
79		VIII	DBM	Dir. Imelda C. Laceras
80	DBM		Ms. Florita M. Lacdo-o	Chief Budget & Management Specialist
81	DBM		Mr. Absal N. Abah	Budget and Management Analyst
82	COA		Engr. Blas Mathias A. Sypaco	State Auditor V Service Chief, Technical and Information Technology Services
83	COA		Ms. Vella T. Bruñidor	Chief Technical Audit Specialist
84	COA		Ms. Anna Marie J. Bag-ao	State Auditor IV
85	DILG		Mr. Artemio B. Caneja	Provincial Director, Leyte
86	PHILLBO		Mr. Maximo D. Sison, Jr.	Provincial Budget Officer, Provincial Government of Samar
87	PHILLBO		Ms. Geronides R. Mancol	City Budget Officer, City Government of Calbayog
88	PHILLBO		Ms. Adelaida C. Lamadrid	City Budget Officer, City Government of Catbalogan, Samar
89			DBM	Dr. Annabelle C. Echavez

	REGION	AGENCY/ OFFICE	NAME	POSITION
90	IX	DBM	ARD Nilda J. Cemine	Assistant Regional Director
91		DBM	Mr. Mark Louie C. Martin	Supervising Budget & Management Specialist
92		COA	Ms. Arlene M. Realiza	Supervising Auditor State Auditor V
93		COA	Dir. Visitacion Q. Mendoza	Regional Director
94		PHILLBO	Ms. Virginia S. A. Gara	City Budget Officer, City Government of Zamboanga
95		PHILLBO	Mr. Dolrech M. Albano	Municipal Budget Officer, Alicia, Zamboanga Sibugay
96	X	DBM	Dir. Annabelle M. Atillo	Regional Director
97		COA	Ms. Adolfa A. Creayla	Supervising Auditor
98		COA	Engr. Carlo M. Galenzoga	Chief Technical Audit Specialist
99		COA	Ms. Evelyn R. Galacio	State Auditor IV & Audit Team Leader
100		COA	Mr. Cornelio Neil R. Baul	State Auditor IV
101		DILG	Mr. Foster N. Anayron	LG00 VII
102		DILG	Ms. Christine W. Montesa	Planning Officer III
103		PHILLBO	Ms. Arlene A. Ho	City Budget Officer, City Government of Malaybalay, Bukidnon
104	PHILLBO	Ms. Leminda I. Noval	Municipal Budget Officer, Municipal Government of Impasugong, Bukidnon	
105	XI	DBM	Dir. Gary R. Martel	Regional Director
106		DBM	Mr. Antonio M. Faunillan, Jr.	Chief Administrative Officer
107		COA	Engr. Ariel A. Lagmay	Chief Technical Audit Specialist
108		COA	Ms. Noemi P. Wong	Audit Group Supervisor
109		DILG	ARD Wilhelm M. Suyko	Assistant Regional Director
110		DILG	Ms. Charito L. Cinco	LG00 V
111		DILG	Mr. Almario A. Cero	Chief Administrative Officer
112		DILG	Mr. Danilo B. Lumapas	Chief, Local Government Monitoring and Evaluation Division

	REGION	AGENCY/ OFFICE	NAME	POSITION
113		PHILLBO	Mr. Mario L. Gentiles, MPA-GA	Municipal Budget Officer, Municipal Government of Banay-banay, Davao Oriental
114		PHILLBO	Mr. Danilo C. Lucas	City Budget Officer, City Government of Panabo, Davao Del Norte
115	XII	DBM	Dir. Akmad J. Usman	Regional Director
116		DBM	Ms. Asima A. Adiong	Technical Division Chief
117		DBM	Atty. Libertine O. Cagang	Accountant III
118		COA	Atty. Susan P. Donalvo	Regional Director
119		COA	Engr. Reynaldo T. Agan	State Auditor V
120	XIII	DOH-CO	Dir. Achilles Gerard C. Bravo	Undersecretary
121		DBM	RD Ricky L. Sanchez	OIC, Regional Director
122		DBM	Mr. Carlito P. Leyson	Chief Budget & Management Specialist
123		COA	Dir. Vivien G. Jumao-as	Region Director
124		COA	Engr. Dante M. Jabutay	Supervising Technical Audit Specialist
125		COA	Mr. Junrey E. Labatos	Chief Technical Audit Specialist
126		COA	Ms. Virgilita Cabachete-Galeon	State Auditor III
127		DILG	Mr. Arvin R. Silvosa	LGOO II

GPPB-TSO RECOGNIZED TRAINERS FROM STATE UNIVERSITIES AND COLLEGES

	REGION	SUC	NAME	POSITION
1	NCR	Technological University of the Philippines	Mr. Noel D. Bulawan	Project Manager - TUP Press
2	CAR	Kalinga Apayao State College	Mr. John John C. Venus, Jr.	Instructor II BAC Member
3		University of the Philippines - Baguio	Prof. Teofino C. Macabiog	Associate Professor of Management
4			Dr. Bienvenido C. Marzan	Director, Institute of Management
5		Benguet State	Ms. Nicanra J. Coilan	Supervising Administrative Officer

	REGION	AGENCY/ OFFICE	NAME	POSITION
6		University	Mr. Richard H. Kinnud	Supervising Administrative Officer
7	II	Cagayan State University	Ms. Joyce C. Roc	Univeristy Internal Auditor
8			Mr. Roy L. Morgado	Head, BAC Secretariat
9	III	Tarlac State University	Dr. Lorna L. Dimatulac	Vice President for Admin and Finance
10			Engr. Consolacion S. Lagman	Faculty Member, Presidential Commission on Equipment and Infrastructure Management
11			Engr. Marie Wendy J. Frany	Faculty
12		Central Luzon State University	Dr. Cheryl G. Ramos, Ph.D	Chief Internal Auditor
13			Mr. Ronnie L. Gutierrez	Administrative Officer V Chief Procurement Officer
14			Mr. Arnel T. Panuyas	Director, Physical Plant and Site Development
15		IV-A	Cavite State University	Mrs. Lolita G. Herrera
16	Mr. Gilchor P. Cubillo			Professor, College of Economics, Management and Development Studies (CEMDS), CvSU-Indang Campus
17	University of the Philippines-Los Banos		Ms. Maria Cielo M. Lampa	Chief Administrative Officer
18	IV-B	Palawan State University	Ms. Maria Rowena G. Pareja	Director for Budget and Finance
19			Mr. Venzon L. Limpiada	Head, BAC Secretariat ICT Director
20			Arch. Eduardo F. Bober, Jr.	Head, BAC Technical Working Group
21	V	Bicol University	Engr. Medel E. Aligan	Professor II
22			Atty. Norly P. Reyes	University Legal Officer
23			Ms. Pritzie S. Rey	Administrative Officer III
24			Dr. Amelia A. Dorosan	Vice President for Administration
25		Catanduanes State University	Atty. Gregorio M. Sarmiento, Jr.	Attorney IV Vice-Chairperson, BAC
26			Ms. Ma. Theresa E. Sarmiento	Vice President for Admin and Finance & Chairperson, BAC

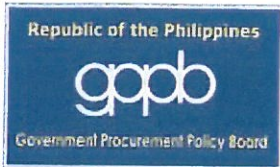
	REGION	AGENCY/ OFFICE	NAME	POSITION
27			Ms. Angelee Z. Malijan	Chairperson, BAC Secretariat
28	VI	Central Philippine University	Mr. Levi O. De Los Santos, Jr.	Outreach Director
29			Ms. Nelia G. Bonete	Chairman, Department of Business Administration
30		West Visayas State University	Ms. Jasmin L. Vargas	Chief, Finance Division
31		University of the Philippines - Visayas	Ms. Jocelyn T. Genesila	Chief Accountant
32			Ms. Rowena Paz L. Gelvezon	Assistant Professor
33		VII	University of the Philippines - Cebu	Dr. Lorel S. Dee
34	Dr. Tiffany Adelaine G. Tan			Associate Dean for Administration
35	Mr. Virgilio T. Nuñez			Administrative Officer V Head, Supply Management Officer
36	VIII	Leyte Normal University	Dir. Rutchelle B. Enriquez	Director, Research and Development
37		University of the Philippines - Tacloban	Ms. Anida Bernadette B. Lorenzo	Associate Dean
38	IX	Western Mindanao State University	Atty. Jules Christian D. Marcos	University Legal Officer III
39			Engr. Oscar T. Alburo	Assistant Professor University Electrical Engineer
40	X	Mindanao State University - Iligan Institute of Technology	Atty. Felicidad C. Gadiano	Associate Professor
41			Ms. Akima M. Bangcola	Budget Officer V
42	XI	DAP sa Mindanao	Ms. Bernaditta G. Garzon	Associate Project Officer
43		University of the Philippines - Mindanao	Mr. Antonio R. Obsioma	Vice Chancellor for Administration Associate Professor
44	XII	Sultan Kudarat State University	Ms. Lani B. Alcon	Chief Administrative Officer
45			Mr. Elmer C. Buenavides	Instructor
46			Ms. Sandra E. Espinosa	Administrative Assistant
47			Dir. Elvie V. Diaz	Director, Licensure Review Center Chairperson, BAC
48		University of Southern Mindanao	Dr. Leonora P. Manero	Board Secretary V & Vice-Chairperson, BAC

	REGION	AGENCY/ OFFICE	NAME	POSITION
49	XIII	CARAGA State University - Northern Mindanao State Institute of Science and Technology	Dr. Luisito I. Tabada	Vice President for Academic Affairs
50		Caraga State University	Dr. Felix R. Ocarez, Ed.D.	Chairperson, BAC
51		Surigao Del Sur State University	Ms. Florife O. Urbiztondo	Chief Administrative Officer

GPPB-TSO RECOGNIZED TRAINERS FROM NATIONAL GOVERNMENT AGENCIES AND GOVERNMENT-OWNED AND CONTROLLED CORPORATION

	AGENCY/OFFICE	NAME	DESIGNATION
1	BANGKO SENTRAL NG PILIPINAS	Atty. Ana Theresa B. Del Rosario-Buen	Director, Procurement Office
2		Ms. Renee Lyn S. Pedraza	Acting Manager, BAC Secretariat
3	DEPARTMENT OF BUDGET AND MANAGEMENT	Mr. Rainier H. Diaz	Senior Budget and Management Specialist, Public Expenditure Management Bureau
4	DEPARTMENT OF ENERGY	Mr. Antonio M. Bautista	Computer Maintenance Technologist III
5		Atty. Myra Fiera F. Roa	Attorney IV, Legal Services
6	DEPARTMENT OF HEALTH	Ms. Jacquelyn T. Orias	Administrative Officer II, Procurement Service
7	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT	Mr. Romar B. Panganiban	Accountant III
8		Ms. Elnora A. Velasco	Chief Administrative Officer and Head, BAC Secretariat
9		Ms. Leslie B. Cañafranca	Administrative Officer V, Procurement Division
10	DEPARTMENT OF JUSTICE	Ms. Magie T. Pascual	Administrative Assistant III & Legal Staff
11		Atty. Jainito-Roi C. Atis	Attorney V / Technical Staff
12	DEPARTMENT OF NATIONAL DEFENCE	Ms. Josephine Sanchez	
13	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS	Engr. Mary Grace N. Obja-an	Division Chief, Consultancy Services Division, Procurement Service
14		Mr. Roberto P. Ting, Jr.	Supervising Administrative Officer, Goods and Services Division, Procurement Service

	REGION	AGENCY/ OFFICE	NAME	POSITION
15			Engr. Lilibeth J. Fajardo	Engineer III, Civil Works Division, Procurement Service
16		DEPARTMENT OF SCIENCE AND TECHNOLOGY	Mr. Dunn Alfredo A. Celestial	Science Research Specialist II, Information Technology Division
17			Mr. Garry L. Aligmayo	Department Legislative Liaison Specialist, Department Legislative Liaison Unit
18		DEPARTMENT OF TRADE AND INDUSTRY	Ms. Ma. Celeste S. Dizon	Head, Procurement Section / General Services Division
19			Ms. Melody O. Dizon	Administrative Officer IV, General Services Division
20		DEPARTMENT OF TRANSPORTATION]	Ms. Armi Cecilia L. Dela Cruz	Administrative Officer V, Procurement Division
21			Atty. Zenaída Bautista-Biteng	Chief, Procurement Division
22		DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	Mr. Manuel C. Satuito	Supervising Administrative Officer
23			Mr. Michael L. Domingo	Intelligent Operation Center Operation/Systems Information Management Service
24		OFFICE OF THE OMBUDSMAN	Ms. Pia Grecilda A. Sabate	Special Investigator II, Legal Division
25			Atty. Ted Emmanuel M. Lorezco	GIPO I, Fact Finding and Investigation Bureau MOLEO
26			Ms. Junelyn A. Pagunsan	Associate Graft Investigation Officer II, General Investigation Bureau-C/Filed Investigation Office II
27		OFFICE OF THE PRESIDENT	Ms. Lucila O. Sampana	BAC Sec Member, Procurement Service
28		PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM	Mr. Paul Jasper V. De Guzman	Training and Customer Service Division
29			Ms. Ma. Ditas M. Mendoza	PMO III, Training and Customer Service Division
30			Mr. James F. Gabilo	Training and Customer Service Division
31		PHILIPPINE NATIONAL POLICE	PCI Dangal P. Masigla	Directorate for Legal Affairs, Legal Service
32			PSSUPT. Archie Francisco F. Gamboa	Executive Officer, Directorate for Logistics
33		PRESIDENTIAL MANAGEMENT STAFF	Ms. Donabel Gabaldon	Presidential Staff Officer V, Office of the Assistant Secretary for Management Support
34		PROCUREMENT SERVICE	Mr. Joele H. Eayte	Chief Administrative Officer, General Administrative Services Division
35			Engr. Ian T. Fajarito	Procurement Management Officer III and BAC Secretariat



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



<Date>

<NAME OF AGENCY/OFFICE HEAD>

<Designation>

<AGENCY/OFFICE>

<Address>

Dear <Agency Head>:

The Government Procurement Policy Board (GPPB) established under Republic Act (R.A.) No. 9184 is mandated to establish a sustainable training program to develop the capacity of government procurement officials and employees, and to ensure the conduct of regular procurement training programs by and for procuring entities.

In this connection, may we respectfully request **<Name of GPPB-TSO Recognized Trainer>**, <Designation> and a GPPB-Technical Support Office (TSO) Recognized Trainer, to serve as Resource Speaker for the Training to be conducted by the <Agency/Office Inviting Resource Person/s> at **<Venue of Training>** on **<Date and Time of Lecture>**.

The topics for discussion are the <Topic/s requested>. **<Name of Contact Person>** of the <Agency/Office Inviting Resource Person/s> will coordinate with the Office of the Honorable <Agency/Office Head's Designation> regarding this request. **<Name of Contact Person>** may also be reached at **<Contact Person's telephone number/s, mobile number/s and/or e-mail address/es>**.

We highly appreciate the Honorable <Agency/Office Head's Designation>'s continued and unwavering support to procurement reform initiatives of government.

Very truly yours,

**<NAME OF DEP. EXEC. DIR.
IN CHARGE OF THE CAPACITY
DEVELOPMENT DIVISION>**

Deputy Executive Director IV



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



OFFICE ORDER

No. <To be provided
by AFD>
<Date>

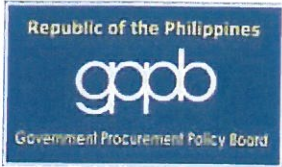
SUBJECT: Invitation to Serve as Resource Speakers for the <Agency/Office Inviting Resource Persons>

- 1.0 Upon the invitation of the <Agency/Office Inviting Resource Persons>, the following official and personnel of the Government Procurement Policy Board-Technical Support Office are hereby authorized to serve as Resource Speakers for the Training on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations at the **<Venue of the Training>** on the respective schedules:

Name	Schedule
<Name of Resource Person> <Designation and Division>	<Date and Time of Lecture>
<Name of Resource Person> <Designation and Division>	<Date and Time of Lecture>
<i>(Add, if necessary)</i>	

- 2.0 <Name/s of Resource Person> shall also ensure that <they/he/she> <have/has> either timed-in or timed-out <their/his/her> timecard from the office's bundy clock. *(May be deleted if not applicable)*
- 3.0 All related expenses shall be borne by the <Agency/Office Inviting Resource Persons or GPPB-TSO>.
- 4.0 For compliance.

<NAME OF EXECUTIVE DIRECTOR>
Executive Director



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



<Date>

<NAME OF RECIPIENT>

<Designation>

<AGENCY/OFFICE INVITING RESOURCE PERSONS>

<Address>

Dear <Name of Recipient>:

We respond to your letter dated <Date of Letter> inviting Resource Persons from this office to discuss <Topic/s requested> for the <Intended attendees of the Training> of the <Agency/Office Inviting Resource Persons> at the <Venue of the Training> on <Date of Training>.

Please be advised that the office confirms the availability of the following Resource Persons on the respective schedules:

Name	Designation and Office
<Date of Lecture>	
<Name of Resource Person>	<Designation and Office>
<Name of Resource Person>	<Designation and Office>
<i>(Add if necessary)</i>	

For administrative arrangements, <Name of Assigned CDD PMO> of the Capacity Development Division will coordinate with your office. <Name of Assigned CDD PMO> may also be reached at (02) 900-6741 to 44 or e-mail address at <Email address of Assigned CDD PMO>.

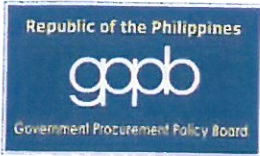
In order to improve our office's existing training program and logistical arrangements, we would like to request for a copy of the encoded attendance sheet, output of the open forum, and accomplished post-training evaluation form, a copy of which is attached hereto as **Annex "A"**.

We highly appreciate your continuous effort to effectively put into operation the government's procurement reform initiatives.

Thank you.

Very truly yours,

<NAME OF DEP. EXEC. DIR.
IN CHARGE OF CDD>
Deputy Executive Director IV



Annex "A"

POST TRAINING EVALUATION

Name of Participant (Optional): _____ Date: _____

Name of Requesting Entity: _____

Title of Training: _____

LEGEND:		
5 - Outstanding	4 - Very satisfactory	3 - Satisfactory
2 - Fair	1 - Poor	N/A - Not Applicable

Instructions: Please indicate the number corresponding to your answer. Your comments/suggestions shall be highly appreciated for the improvement of the Resource Speakers and training arrangements.

I. EVALUATION OF THE RESOURCE SPEAKER

NAME OF RESOURCE SPEAKER: _____

	RATE
Mastery of the Subject Matter	
1. Knowledgeable about the subject matter	
2. Injects current developments relevant to the course	
3. Able to answer and explain answers to questions responsively and with clarity	
Instructional Methodology	
1. Able to explain theories and concepts clearly	
2. Utilizes instructional materials effectively	
3. Logical sequencing of topics	
Communication Skills	
1. Projects a clear and audible voice	
2. Expresses ideas clearly, fluently, and spontaneously	
Management of the Training Environment	
1. Able to inspire and maintain interest of the participants	
2. Able to maintain discipline and control of the participants	
Personal Qualities	
1. Willingness to help the participant	
2. Open to criticism and accepts alternative solutions	
3. Follows the allotted time for each session	
4. Dresses neatly and appropriately	
5. Courteous in answering questions	
Comments/Suggestions to the Resource Speaker:	

Other Comments/Suggestion



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

<Date>

<NAME OF RECIPIENT>

<Designation>

<AGENCY/OFFICE INVITING RESOURCE PERSONS>

<Address>

Dear <Name of Recipient>:

We respond to your letter dated <Date of Letter> inviting Resource Persons from this office to discuss <Topic/s requested> for the <Intended attendees of the Training> of the <Agency/Office Inviting Resource Persons> at the <Venue of the Training> on <Date of Training>.

We regret to inform you that due to prior commitments, we do not have any available representatives to attend to your present request.

Nonetheless, for any of your immediate concerns or clarifications on the procurement rules and regulations, please do not hesitate to contact or visit our office.

We hope for your understanding on this matter.

Very truly yours,

<NAME OF DEP. EXEC. DIR.
IN CHARGE OF CDD)
Deputy Executive Director IV

FEEDBACK FORM

Requesting Agency: _____

Date of Training: _____

GPPB-TSO Capacity Development Division Contact Person: _____

	P	F	S	VS	E
1. Management and assistance extended by TSO Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Professionalism and attitude exhibited by TSO Personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Acts on requests/concerns of Requesting Agency promptly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Suggestions/Recommendations given were helpful to the training objectives of the Requesting Agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. How will you rate your over-all satisfaction with the Assistance extended to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Legend: P = Poor; F = Fair; S = Satisfactory; VS = Very Satisfactory; E = Excellent

Other Comments/Suggestions:

Accomplished by:

Signature Over Printed Name



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



APPLICATION FORM

**Training on Republic Act No. 9184 and
its revised Implementing Rules and Regulations,
including the Preparation of Bidding Documents
for NGAs, GOCCs, GFIs and SUCs**

Preferred Schedule: _____

Agency : _____

Address : _____

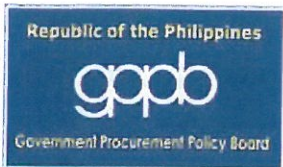
Telephone Number/s: _____

Participant(s):

COMPLETE NAME	DESIGNATION	TELEPHONE AND MOBILE NOS.	E-MAIL ADDRESS

WE WILL SEND YOU AN E-MAIL WITHIN 5 DAYS UPON SENDING THE ACCOMPLISHED FORM TO CONFIRM YOUR SLOT/S TO YOUR PREFERRED SCHEDULE, AND TO PROVIDE YOU WITH INSTRUCTIONS ON THE PAYMENT OF THE REGISTRATION FEE.

For rescheduling to be entertained, participants must send a notification to the training organizers at least a week before the scheduled training date. Moreover, failure to attend the Training or to send a notification relative thereto shall forfeit the deposited training fee.



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



APPLICATION FORM

**Training on R.A. 9184 and its revised IRR, including
the Preparation of Bidding Documents for Bidders**

Preferred schedule: <hr style="width: 80%; margin-left: 0;"/>	Goods and Infrastructure Projects: <ul style="list-style-type: none"> Overview and General Provisions of RA 9184 and its IRR Standardized Bidding Procedure for Goods and Infrastructure Projects Philippine Bidding Documents for Goods and Infrastructure Projects Alternative Modes of Procurement for Goods and Infrastructure Projects Penal, Civil and Administrative Provisions Blacklisting Guidelines Protest Mechanism
Schedule to be announced. (please check box) <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> </div>	Consulting Services <ul style="list-style-type: none"> Overview and General Provisions of RA 9184 and its IRR Standardized Bidding Procedure for Consulting Services Philippine Bidding Documents for Consulting Services Alternative Modes of Procurement for Consulting Services Penal, Civil and Administrative Provisions Blacklisting Guidelines Protest Mechanism

Company : _____

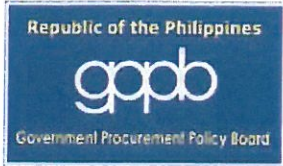
Company Telephone Number/s: _____

Participant(s):

COMPLETE NAME	DESIGNATION	TELEPHONE AND MOBILE NOS.	E-MAIL ADDRESS

WE WILL CALL OR SEND YOU AN E-MAIL OR TEXT MESSAGE TO CONFIRM YOUR SLOT/S TO YOUR PREFERRED SCHEDULE, AND TO PROVIDE YOU WITH INSTRUCTIONS ON THE PAYMENT OF THE REGISTRATION FEE.

For rescheduling to be entertained, participants must send a notification to the training organizers at least a week before the scheduled training date. Moreover, failure to attend or to send a notification shall forfeit the deposited training fee.



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



BILLING STATEMENT

For: **<NAME OF AGENCY/OFFICE/COMPANY>**

From: Capacity Development Division
Department of Budget and Management
Government Procurement Policy Board
Technical Support Office

Re: **Training on Republic Act No. 9184 and its IRR, including Preparation of PBDs for NGAs, GFIs, GOCCs and SUCs**

Date: <Date>

Training Fee	Training Date	No. of Participants	Amount to be Paid
<Training Fee per Participant>	<Date of Training>	<No. of applicants>	<Total amount to be paid>

Please prepare registration fee, in either cash or check, to be paid or in favor of **DBM-GPPB-TSO**. Full payment shall be submitted along with the accomplished Order of Payment at the venue during the Registration on the first day of the Training. The details indicated in the Order of Payment shall be the basis for the preparation and issuance of the Official Receipts.

The non-refundable registration fee of <Training Fee per Participant> per participant is inclusive of lunch and snacks for <no. of days of the Training> days, and training kit.



Department of Budget and Management
Government Procurement Policy Board
Technical Support Office
Ortigas Center, Pasig City

Control No. _____

Date: _____

ORDER OF PAYMENT

The Collecting Officer
Administrative and Finance Division

Please issue Official Receipt in favor of

(Name)

(Address)

in the amount of _____

(PhP _____)

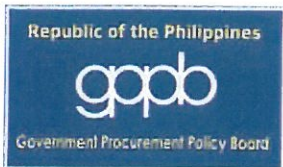
Cash

Check
Check No. _____
Date: _____

representing payment for the Training on Republic Act No. 9184 and its Revised

Implementing Rules and Regulations scheduled on _____.

Signature over Printed Name



PARTICIPANT'S PROFILE SHEET

I. EXPERIENCE RELATED TO PROCUREMENT & THE GOVERNMENT PROCUREMENT REFORM ACT (GPRA) / REPUBLIC ACT (RA) NO. 9184 TRAINING

1. Number of years served/serving as member of the following (Please encircle letter/s of your answer and provide corresponding no. of years in the space provided):
 - a) Bids and Awards Committee (BAC): _____
 - b) Technical Working Group (TWG): _____
 - c) BAC Secretariat: _____
 - d) Other Position not related to procurement: _____No. of Years: _____

2. How many procurement seminars have you attended prior to this training? (Please encircle letter of your answer)
 - a) 0
 - b) 1-2
 - c) 3-5
 - d) 6 or more

II. KNOWLEDGE ASSESSMENT

In a scale of 1 to 4 with 4 being the highest, please assess the level of your knowledge or understanding of topics and procedures related to the following:

	TOPICS	4	3	2	1
1	General Provisions of the GPRA: Scope, Coverage and Application, Reform Measures, and Principles				
2	Procurement Organization – Roles and Functions of the Head of the Procuring Entity, BAC, BAC Secretariat, TWG and Observers				

	TOPICS	4	3	2	1
3	Procurement Planning and Monitoring – Preparation of the Project Procurement Management Plan, Annual Procurement Plan and Performance Monitoring Report				
4	Standardized Bidding Procedures for Goods and Services				
5	Standardized Bidding Procedures for Infrastructure Projects				
6	Standardized Bidding Procedures for Consulting Services				
7	Alternative Methods of Procurement				
8	Civil, Penal and Administrative Provisions				
9	Protest Mechanism				
10	Termination of Contracts				
11	Blacklisting Guidelines				
12	Agency Procurement Compliance and Performance Indicator (APCPI)				

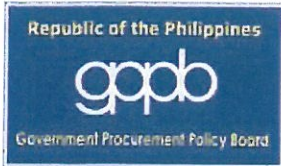
Please list down specific issues and concerns you wish to be addressed during the Training:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

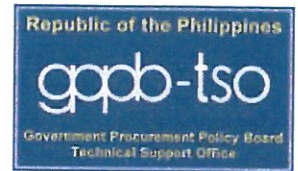
Name (Optional): _____

Agency/Office: _____

Training Date: _____



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



PARTICIPANT'S PROFILE SHEET

I. PERSONAL INFORMATION

1. Full Name: _____
2. Nickname: _____
3. Age: _____
4. Birthday: _____
5. Highest Educational Attainment: _____
6. Dietary Restrictions: _____

II. SERVICE IN THE GOVERNMENT

1. Number of years in government service: _____
2. Name of Office/Agency (current): _____

3. Designation and Unit/Division: _____

4. Number of years in current office: _____

III. EXPERIENCE RELATED TO PROCUREMENT & THE GOVERNMENT PROCUREMENT REFORM ACT (GPRA) / REPUBLIC ACT (RA) NO. 9184 TRAINING

1. Number of years served as member of the following:
 - a) Bids and Awards Committee (BAC): _____
 - b) Technical Working Group (TWG): _____
 - c) BAC Secretariat: _____
2. Please list the trainings attended within the past two (2) years that are related to the GPRA. Please indicate title and date of training (please add additional sheet if necessary):
 - a. _____

- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

IV. KNOWLEDGE ASSESSMENT

In a scale of 1 to 4 with 4 being the highest, please assess the level of your knowledge or understanding of topics and procedures related to the following:

	TOPICS	4	3	2	1
1	General Provisions of the GPRA: Scope, Coverage and Application, Reform Measures, and Principles				
2	Procurement Organization – Roles and Functions of the Head of the Procuring Entity, BAC, BAC Secretariat, TWG and Observers				
3	Provisions for the Procurement of Goods and Infrastructure Projects				
4	Provisions for the Procurement of Infrastructure Projects				
5	Provisions for the Procurement of Consulting Services				
6	Alternative Methods of Procurement				
7	Administrative Order No. 17 (Directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities in Accordance with RA No. 9184, and Improving the Operation of the PS)				
8	PhilGEPS				
9	Principles and Preparation of an Annual Procurement Plan (APP)				

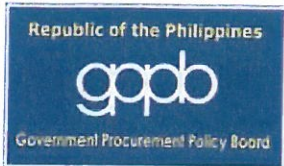
	TOPICS	4	3	2	1
10	Procurement Monitoring and Preparation of Procurement Monitoring Report (PMR)				
11	Philippine Bidding Documents (PBDs)				
12	Guidelines on Audit in Procurement				

V. TRAINING SKILLS ASSESSMENT

In a scale of 1 to 4 with 4 being the highest, please assess the level of your experience on and/or knowledge of the essential training skills and behaviours in the following:

	SKILLS	4	3	2	1
1	Knowledge of Adult Learning Principles				
2	Planning and Organizing Skills				
3	Information Gathering and Analysis				
4	Communication and Presentation Skills				
5	Coaching Skills				
6	Adaptability, Creativity and Resilience				

Signature



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



Certificate of Appearance

This is to certify that **<NAME>** of the **<AGENCY/OFFICE>** has appeared as Participant in the **<Title of Training Program/Activity>** on **<Date of Training>** at the **<Venue of the Training>**.

<NAME OF HEAD OF CDD>
Head, Capacity Development Division



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



TO: <Name of Executive Director>
Executive Director V

THRU: <Name of Deputy Executive Director in charge of CDD>
Deputy Executive Director IV and

FROM: Capacity Development Division

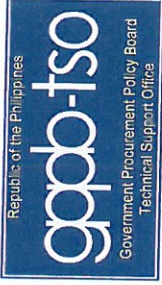
RE: Training Report on the <Title of Training Program/Activity> conducted at
<Venue of the Training> on <Date of Training>

DATE: <Date>

- I. Background
- II. Objectives
- III. Training Design
 - A. Program
 - B. Workshops and Activities
- IV. Participants' Profile
- V. Questions and Comments
- VI. Summary of Evaluation and Comments

Rating Legend:

4.21-5.00	Outstanding (O)	1.81-2.60	Fair (F)
3.41-4.20	Very Satisfactory (VS)	1.00-1.80	Poor (P)
2.61-3.40	Satisfactory (S)		



**Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

presents this

Certificate of Participation

to

<NAME>

for having participated during the
<Title of Training Program/Activity>
held on **<Date of the Training Program/Activity>**.

Given this **<Day>** day of **<Month and Year>** at the **<Venue>**.

<NAME OF EXECUTIVE DIRECTOR>
Executive Director V



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



**RECRUITMENT, SELECTION, RETENTION AND RECOGNITION PROGRAM
FOR GPPB-TSO RECOGNIZED TRAINERS**

**NOMINATION FORM &
CONFIRMATION TO TRAINER'S TRAINING**

Attention: <Name/s of CDD PMO>
Fax Number: (02) 900-6741 to 44
Mobile Number: <Mobile Number>
Email Address: <Email Address of CDD PMO>

AGENCY (& REGION): _____

Complete Name	:	Mr./Ms./ _____
Designation and Unit/Division:	:	_____
Telephone No/s.	:	_____
Fax No/s.	:	_____
Cellphone No/s.	:	_____
Email Address/es	:	_____

Complete Name	:	Mr./Ms./ _____
Designation and Unit/Division:	:	_____
Telephone No/s.	:	_____
Fax No/s.	:	_____
Cellphone No/s.	:	_____
Email Address/es	:	_____

Authorized Representative
(Signature over name)



GROUP NO. _____

PRESENTATION AND FACILITATION ASSESSMENT FORM

<Venue>
<Date>

Prospective Trainer's Name : _____
Topic: _____

Instruction: Please check (✓) the box of the appropriate number.

Presentation Skills		1	2	3	4
a.	How well did the trainer hold your interest?				
b.	How well did the trainer speak?				
c.	How well do you think does the trainer know the subject?				
d.	How effective were the presentation materials used?				
e.	How appropriate was the trainer's decorum and pace of presentation?				

Legend:

- 4 – Excellent
- 3 – Highly Satisfactory

- 2 – Satisfactory
- 1 - Poor

Remarks : _____

Rater's Name : _____
(Signature over name)



GROUP NO. _____

PRESENTATION AND FACILITATION ASSESSMENT FORM

<Venue>
<Date>

Prospective Trainer's Name : _____
Topic: _____

Instruction: Please check (✓) the box of the appropriate number.

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Legend:

- 4 – Excellent
- 3 – Highly Satisfactory

- 2 – Satisfactory
- 1 - Poor

Remarks : _____

Rater's Name : _____
(Signature over name)

PEER EVALUATION

Name (Optional): _____ Date: _____

LEGEND:		
5 - Outstanding	4 - Very satisfactory	3 - Satisfactory
2 - Fair	1 - Poor	N/A - Not Applicable

<NAME OF CDD PMO BEING EVALUATED>

	RATE
AS RESOURCE SPEAKER	
Mastery of the Subject Matter	
1. Knowledgeable about the subject matter	
2. Injects current developments relevant to the course	
3. Able to provide and explain answers to questions responsively and with clarity	
Instructional Methodology	
1. Able to explain theories and concepts clearly	
2. Utilizes instructional materials effectively	
3. Logical sequencing of topics	
Communication Skills	
1. Projects a clear and audible voice	
2. Expresses ideas clearly, fluently, and spontaneously	
Personal Qualities	
1. Willingness to help the participant	
2. Open to criticism and accepts alternative solutions	
3. Follows the allotted time for each session	
4. Dresses neatly and appropriately	
5. Courteous in answering questions	
AVERAGE	
AS FACILITATOR	
Management of the Training Environment	
1. Able to inspire and maintain interest of the participants	
2. Able to maintain discipline and control of the participants	
3. Attends to Resource Speakers' needs	
4. Over-all facilitation/management of the training workshop	
AVERAGE	

Comments/Suggestion:

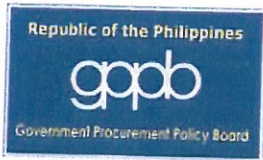
SUPERVISOR'S EVALUATION

LEGEND:		
5 - Outstanding	4 - Very satisfactory	3 - Satisfactory
2 - Fair	1 - Poor	N/A - Not Applicable

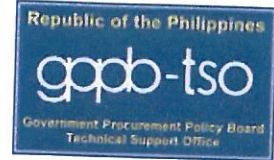
<NAME OF CDD PMO BEING EVALUATED>

AS RESOURCE SPEAKER	RATE
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Comments/Suggestion:



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AVERAGE	

Comments/Suggestion:

Evaluated by:

Signature over Printed Name: <NAME OF EVALUATOR>

Date: _____