



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

April 17, 2026

DIVISION MEMORANDUM
OSDS - 2026 - 075

REGISTRATION OF ALL SCHOOLS IN THE MODERNIZED PHILGEPS

To: School Heads
Administrative Officer II

1. In line with the directive of the Procurement Service – Department of Budget and Management (PS-DBM) regarding the full utilization of the Modernized Philippine Government Electronic Procurement System (mPhilGEPS), all public schools are hereby required to register in the said platform.
2. The mPhilGEPS serves as the official online procurement portal that allows government agencies to view, search, and procure Common-Use Supplies and Equipment (CSE), ensuring transparency, efficiency, and compliance with applicable government procurement laws, rules, and regulations.
3. All schools that have not yet completed their registration are instructed to do so on or before April 24, 2026, through the official website: <https://philgeps.gov.ph>.
4. School Heads are advised to coordinate with their respective Administrative Officers and/or designated personnel to ensure timely and accurate registration.
5. Enclosed for reference and guidance are the official letter from the Department of Budget and Management (DBM) and the PhilGEPS User Guide for the registration process.
6. For assistance, you may contact the Division Procurement Unit through 09486690399.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated

Reference:

Allotment: None

To be included in the perpetual Index under
PROCUREMENT SCHOOLS

RMSL/OSDS/DM/REGISTRATION OF ALL SCHOOLS IN THE MODERNIZED PHILGEPS/APRIL 17, 2026



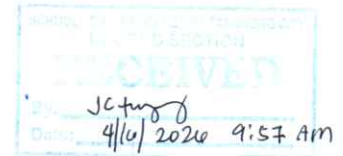
Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



April 15, 2026

GILDO G. MOSQUEDA

Schools Division Superintendent
DepEd Tacurong City Schools Division Office
Alunan Highway, Tacurong City



SECOND CALL-UP FOR REGISTRATION OF ALL SCHOOLS IN THE MODERNIZED PHILGEPS

Dear SDS Mosqueda:

Greetings from the Procurement Service – Department of Budget and Management (PS-DBM) Region XII!

In anticipation of the activation/launching of the Virtual Store (VS) of PS-DBM Koronadal Depot this Second Quarter of 2026, we seek your indispensable aid in ensuring that all procuring schools under your coverage be registered with the Modernized PhilGEPS **on or before April 24, 2026**. The VS serves as the platform that allows agencies to view, search, select and procure Common-Use Supplies and Equipment (CSE) online via the MPhilGEPS.

This activity aims to abide by the provision under Section 20.3.1 of RA 12009 where: “*All Procuring Entities are mandated to fully use the PhilGEPS and its features in accordance with the policies, rules, regulations, and procedures prescribed by this IRR and adopted by the GPPB. All Procuring Entities shall register with the PhilGEPS and undertake measures to ensure their access to an online network to facilitate the open, speedy and efficient online transmission, conveyance and use of electronic data messages or electronic documents.*”

Effective March 16, 2026, agencies that have not yet registered in PhilGEPS may proceed with their registration through the official portal, <https://philgeps.gov.ph>. For proper guidance relative to the registration process, we have enclosed a user guide.

Our Procurement Management Officer-in-Charge, Ms. Khristine Michelle A. Frediles, will be ready to coordinate with your Office and address any concerns. She may be reached through kfredilex@ps-philgeps.gov.ph or 0998 8601448.

Looking forward to your full compliance. We appreciate, with deepest esteem and gratitude, the continued cooperation and support of the DepEd Tacurong City Schools Division Office to PS-DBM Koronadal Depot.

Sincerely yours,

AKMAD J. USMAN
Depot Supervisor

PHILGEPS AGENCY REGISTRATION

PS-PhilGEPS HOME ABOUT ANNOUNCEMENT SERVICES OPEN DATA LOGIN SIGN UP

Agency Registration
Merchant Registration
Observer Registration

Welcome to PhilGEPS

The PhilGEPS is the single, centralized electronic portal that serves as the primary and definitive source of information on government procurement.

To post, search and browse the procurement opportunities, please click [Here](#)

To view all recent awarded contracts that have been posted, please click [Here](#)

STEP 1:

- Go to <https://philgeps.gov.ph/>
 - Click the sign-up tab on the navigation bar
 - Select the Agency Registration button on the drop-down list
- You'll then be redirected to the Agency Registration Page.

PS-PhilGEPS HOME ABOUT ANNOUNCEMENT SERVICES OPEN DATA LOGIN SIGN UP Date: 09-Feb-2026 10:48:27 PM

Modernized Government e-Procurement System PS-PhilGEPS

Agency Registration
Main Address (1) (with also mandatory field)

Organization Name (*) PHILGEPS SAMPLE Acronym: PHILGEPS Former Name:

Government Branch (*) Executive Organization type (*) Departmental Sector (*) General Public Services

Agency Tax Identification Number (*) 2221 2222 2223 2224 Website Address: https://www.philgeps.gov.ph Brief Description (*) A TEST AGENT

STEP 2: Fill-out the Organization Information. *Note: Fields with (*) are required fields.* When filling out your Organization Name, please follow the format below.

- BARANGAY "NAME OF BARANGAY" - "CITY", "PROVINCE"
(Example: BARANGAY BACLARAN - BALAYAN, BATANGAS)
- SANGGUNIANG KABATAAN NG "NAME OF BARANGAY" - "CITY", "PROVINCE"
(Example: SANGGUNIANG KABATAAN NG BARANGAY BUDA - DAVAO CITY)
- "NAME OF ELEMENTARY SCHOOL" - "CITY", "PROVINCE"
(Example: ABRA ELEMENTARY SCHOOL - GATTARAN, CAGAYAN)
- "DIVISION OF "CITY"" - "CITY", "PROVINCE"
(Example: DIVISION OF TANAUAN CITY - TANAUAN CITY, BATANGAS)
- "AGENCY NAME" - "CITY", "PROVINCE"
(Example: DEPARTMENT OF HEALTH - SAN FERNANDO CITY, PAMPANGA)

The screenshot shows the registration form for PS-PhilGEPS. The form includes the following fields for address details:

- Country: Philippines
- Region: NCR
- Province: Metro Manila
- City/Municipality: Quezon City
- Zip Code: 1211
- Street Address: Scarpia Street

To the right of the form is a map showing the location of Quezon City, with a red pin placed on the map. The map includes labels for various areas like Marikina, Valenzuela, Malabon, Manila, Makati City, Pasig, Taytay, Taguig, Cainta, Antipolo, Rodriguez, San Mateo, and CALABIDIS.

STEP 3: Fill-out the Organization Address details, users can drag the pin to accurately mark their agency's exact location on the map. *Note: Fields with (*) are required fields.*

The screenshot shows the registration form for PS-PhilGEPS, focusing on the coordinator details and document upload section. The form includes the following fields for coordinator details:

- Salutation: Mr.
- First Name: Erik
- Middle Name: Francisco
- Last Name: MORALES
- Designation: IT Officer
- Telephone Number: 029-9999
- Mobile Number: 0927-999999
- Email Address: erik@psphilgeps.com

Below the coordinator details is a section for document upload:

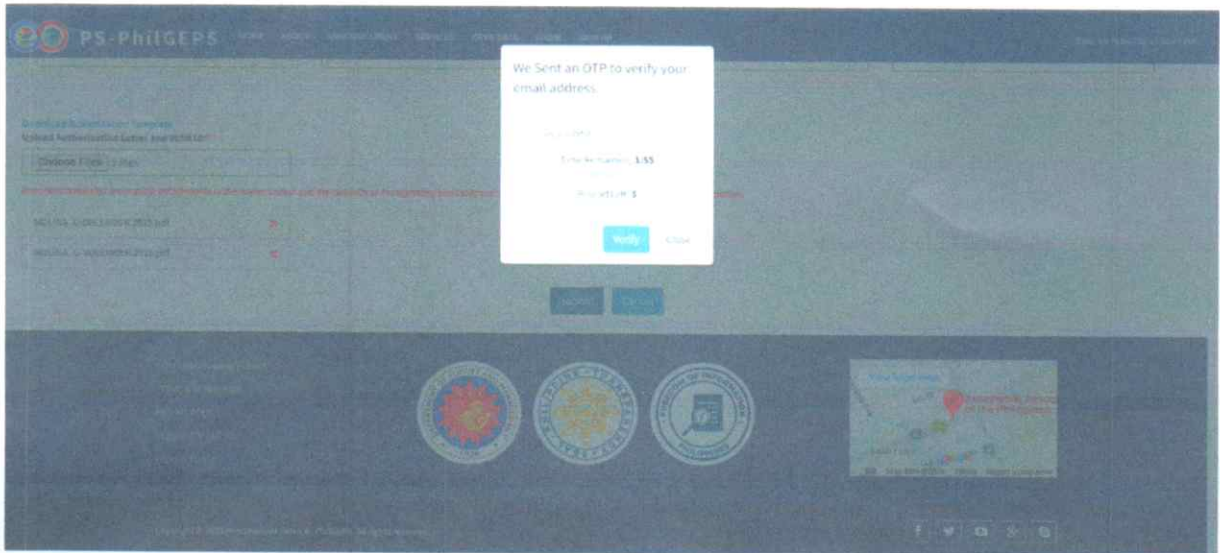
- Upload Authorization Letter and Valid ID:
- Choose Files: 2 Files
- Required documents: Appointment letter/Oath of Office and One (1) Agency/School/Barangay ID
- Uploaded files:
 - MORLA - 20230216161616.pdf
 - MORLA - 20230216161616.pdf
- Buttons: Submit, Cancel

The footer of the page includes links for Government Agency Links, Terms & Conditions, and logos for the Department of Education, Department of Health, and Department of Information and Communications Technology.

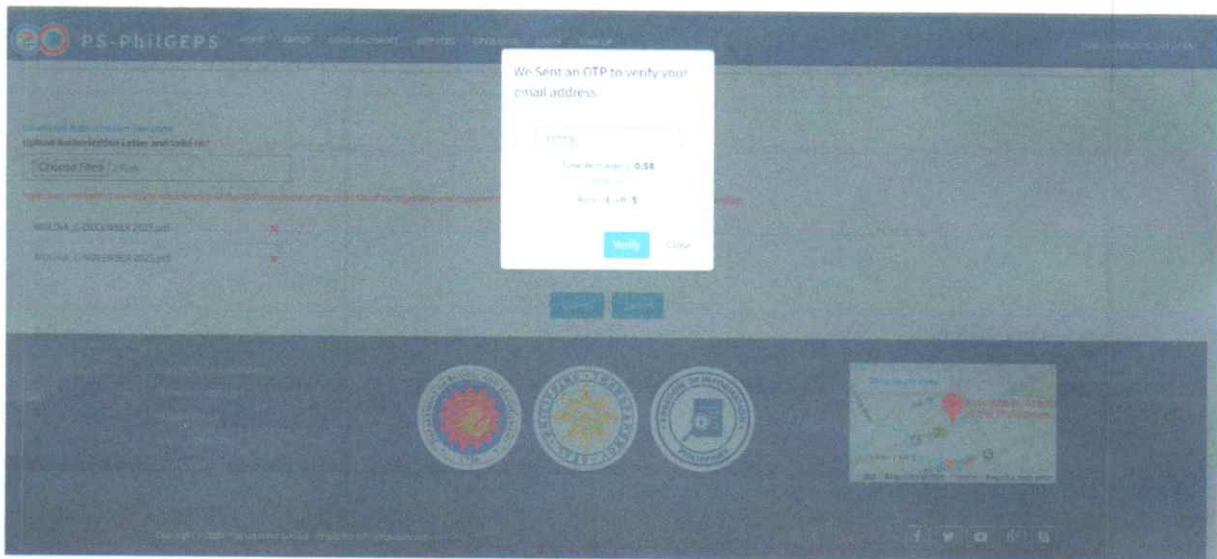
STEP 4: Fill-out the Agency Coordinator details, after providing the coordinator's information, please upload the following required documents:

- Appointment letter/Oath of Office
- One (1) Agency/School/Barangay ID

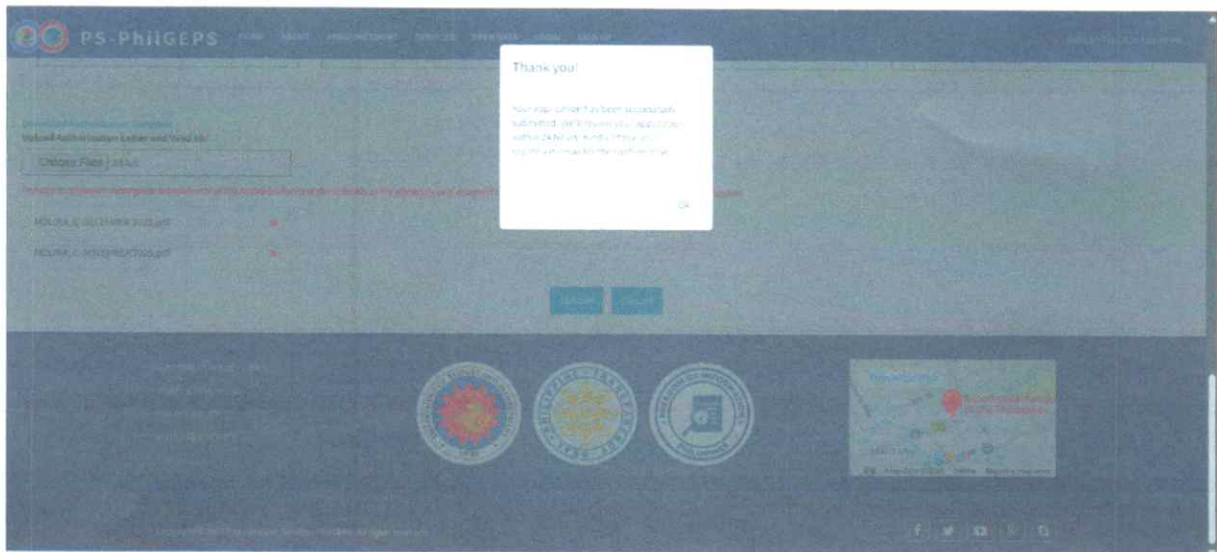
Note: Submit all documents in **PDF format only**, with a maximum file size of **5 MB per file**.



Step 5: Email Verification. Once the form is submitted, enter the **One-Time Password (OTP)** sent to your registered email address.



Step 6: Retrieve your OTP. Check your email for the code, then copy and paste it into the verification field.



Step 7: Registration Confirmation. Once the OTP is successfully verified, a notification will confirm your successful registration. Your account will then undergo review; please wait for the **PhilGEPS Admin** to approve or disapprove your application.

Step 8.A: Account Creation. Once the registration is **approved**, the agency will receive a confirmation email. This email contains a link to create their unique user credentials and finalize their account setup. Once completed, you may now log in and access your account through the Modernized PhilGEPS Portal.



Step 8.B: Disapproval Notification. If the **PhilGEPS Administrator** disapproves the registration, the agency will receive a notification email. This email will include the specific remarks or reasons for the disapproval.