Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

19 October 2026

DIVISION MEMORANDUM
No. 403 , s. 2026

MANDATORY REGISTRATION AND CREATION OF MODERNIZED PHILGEPS (mPhilGEPS) ACCOUNTS FOR ALL PUBLIC SCHOOLS IN THE SCHOOLS DIVISION OFFICE OF ANGELES CITY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the directives of the Department of Budget and Management (DBM) and the Procurement Service–Philippine Government Electronic Procurement System (PS-PhilGEPS), all public schools under the Schools Division Office of Angeles City are hereby directed to register and create their respective accounts in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS), in accordance with Section 20.3.1 of Republic Act No. 12009, otherwise known as the New Government Procurement Act, and its applicable Implementing Rules and Regulations.

2. The mPhilGEPS serves as the official platform for accessing procurement-related services and functionalities, including the procurement of Common-Use Supplies and Equipment (CSE), airline ticket bookings, posting of procurement opportunities and notices, and other applicable transactions, subject to existing government procurement laws, rules, and regulations.

3. **School heads who have not yet completed the registration process shall access the official PhilGEPS website at www.philgeps.gov.ph** and ensure that all required information is complete, accurate, and consistent with official school records. For guidance, they shall refer to the latest registration forms, sample accomplished forms, and step-by-step instructions issued or provided by PS-PhilGEPS and PS-DBM.

4. To monitor compliance, all school heads shall submit a screenshot of the system-generated registration confirmation through the following link: https://tinyurl.com/mrtzbnpb. The screenshot must clearly show the registration or account confirmation status of the respective school. **Submission shall be completed on or before October 30, 2026.**

Jesus St., Brgy. Pulungbulu, Angeles City 2009
(045) 901-9498/angeles.city@deped.gov.ph

5. For registration-related inquiries and technical assistance, concerned school heads may coordinate with the Division Bids and Awards Committee (BAC) Secretariat or the Division Procurement Unit.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

[redacted]
Digitally signed by Edgard C. Domingo
Date: 2026.10.19 14:43:56 +08'00'

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

mPhilGEPS School Registration

MMG/AOIV/October 19, 2026

PHILGEPS AGENCY REGISTRATION



STEP 1:

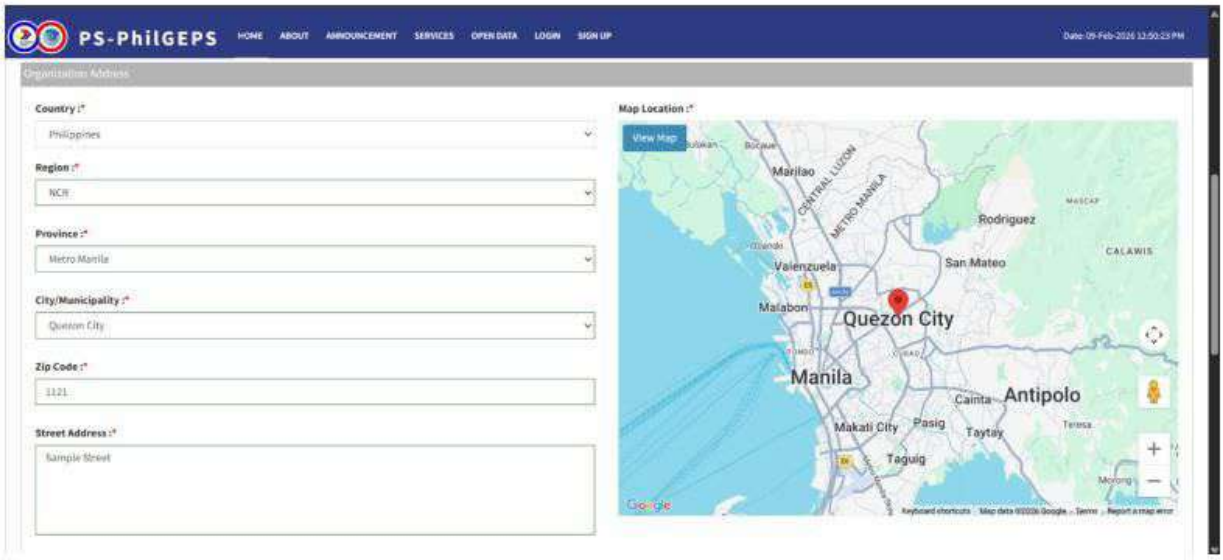
- Go to https://philgeps.gov.ph/
- Click the sign-up tab on the navigation bar
- Select the Agency Registration button on the drop-down list

You'll then be redirected to the Agency Registration Page.

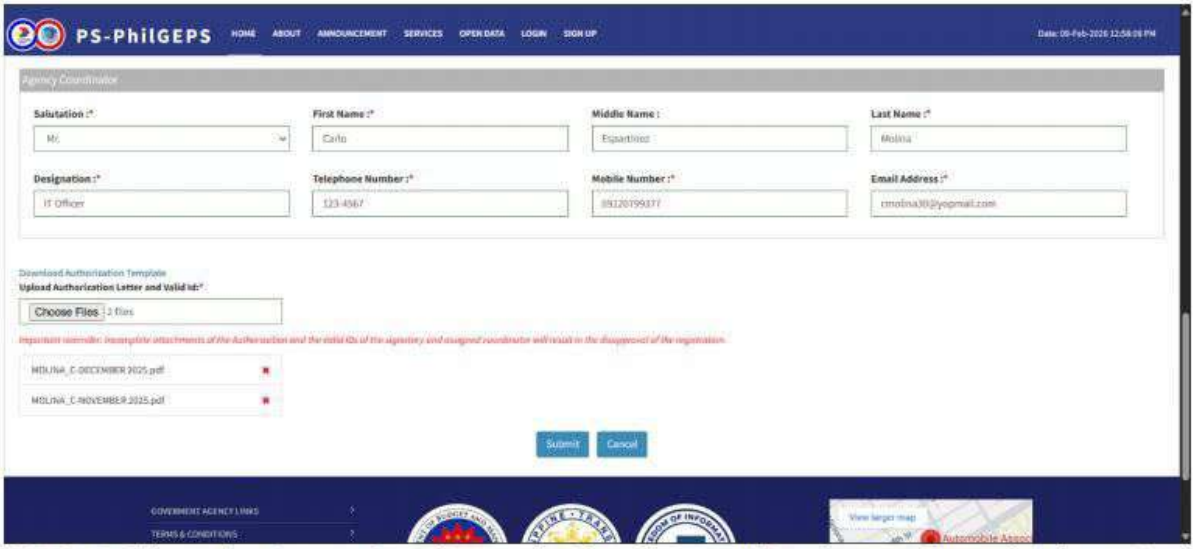


STEP 2: Fill-out the Organization Information. *Note: Fields with (*) are required fields.*
When filling out your Organization Name, please follow the format below.

- 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)
- "**AGENCY NAME**" - "**CITY**", "**PROVINCE**"
  (Example: DEPARTMENT OF HEALTH - SAN FERNANDO CITY, PAMPANGA)



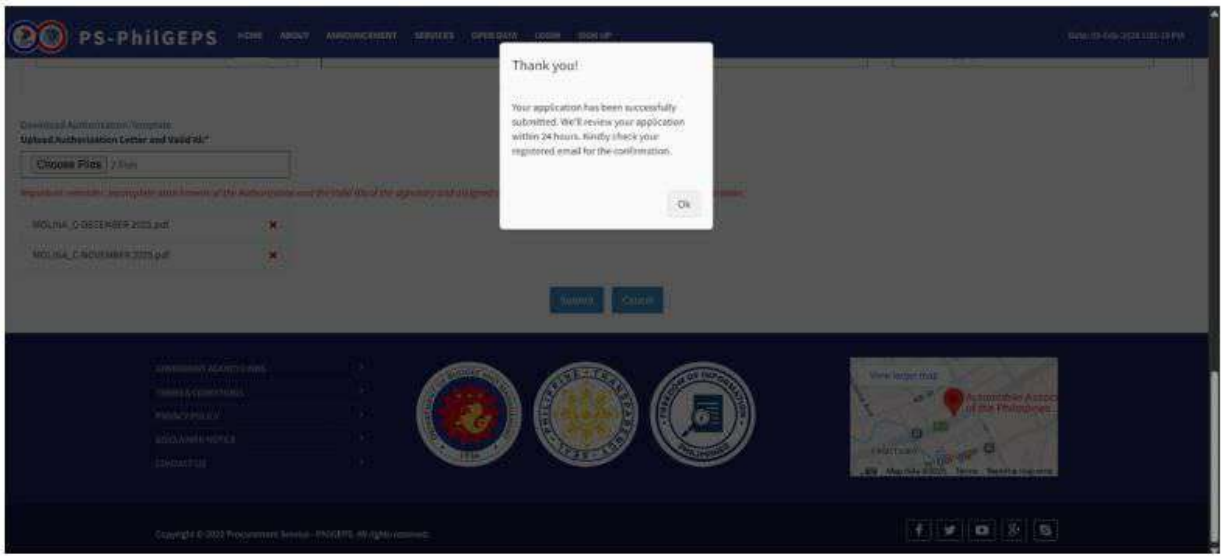
STEP 3: Fill-out the Organization Address details, users can drag the pin to accurately mark their agency's exact location on the map. *Note: Fields with (*) are required fields.*



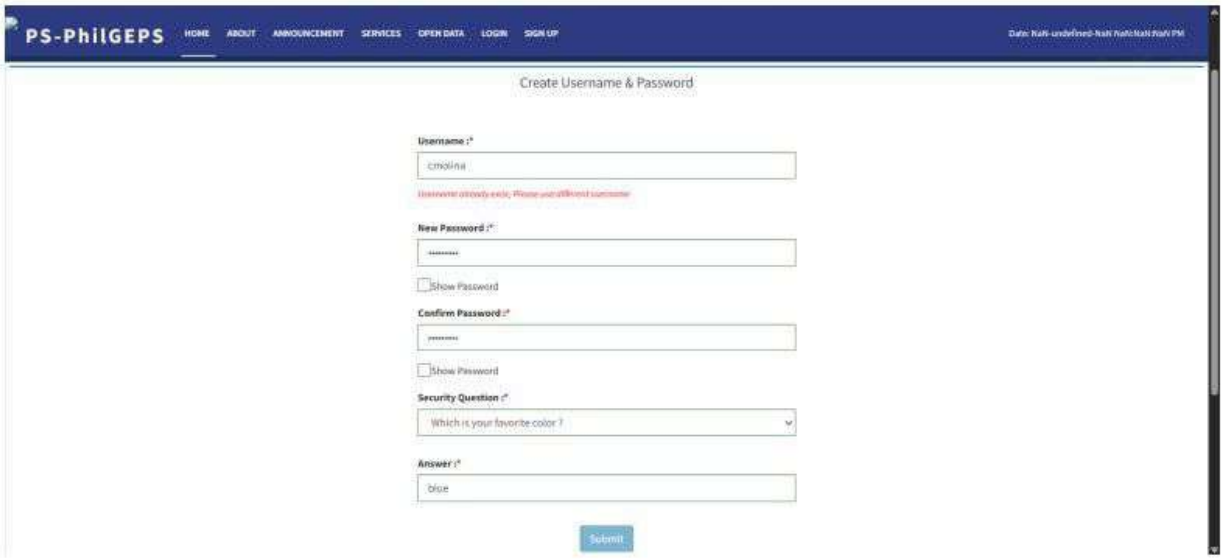
STEP 4: Fill-out the Agency Coordinator details, after providing the coordinator's information, please upload the following required documents:

- 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 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.