



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD  
TECHNICAL SUPPORT OFFICE**

**ADVISORY NO. 04 – 2024**

**FOR : ALL PROCURING ENTITIES**

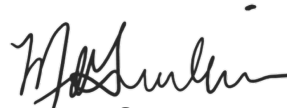
**SUBJECT : RELEASE OF THE 2025 PROFESSIONALIZATION  
CALENDAR FOR PROCUREMENT PROFESSIONALS AND  
THE GENERAL PUBLIC**

**DATE : 19 December 2024**

- 1.0 The Government Procurement Policy Board - Technical Support Office (GPPB-TSO) is honored to announce the release of the **2025 Professionalization Calendar**, with primary focus on the roll-out of the New Government Procurement Act (Republic Act No. 12009). This comprehensive and dynamic online calendar represents our proactive approach to ensuring that public and private stakeholders are well-equipped with the knowledge and skills required to implement and comply with the provisions of this landmark legislation.
- 2.0 We encourage the public to regularly check the calendar as it will be continuously updated with new training opportunities. This new approach eliminates the need for agencies to initiate training requests. By taking the initiative, GPPB-TSO ensures that critical and timely topics, especially those centered on RA 12009, are comprehensively covered in planned programs throughout the year. This proactive framework enhances efficiency, reduces coordination burdens, and allows participants to plan their training ahead of time by referring to the dynamic calendar. It also ensures consistent, high-quality learning experiences tailored to the evolving demands of procurement professionalization. To support this new approach, the GPPB-TSO has updated its Citizen's Charter to reflect these changes. This revised document, available on our official website, outlines the streamlined processes and guidelines governing our training programs, reinforcing our commitment to transparency, accessibility, and excellence.
- 3.0 Please note that if a training program is not listed on this calendar, it is not considered authorized. This measure ensures that all programs adhere to the highest standards and align with our objectives for professionalizing procurement practices and ensuring accuracy of information.



- 4.0 The calendar also includes a pre-registration link for interested participants. Upon pre-registration, entries will be reviewed to ensure alignment with the target audience for the specific training. Once confirmed, acceptance and payment instructions will be sent to the email provided during pre-registration.
- 5.0 As a proactive measure to ensure wider participation and equitable access, training slots will be allocated on a first-come, first-served basis. Should the number of pre-registrants exceed the capacity of a program, we may limit participation to a maximum of three individuals per agency or office.
- 6.0 We appreciate the public's attention to this matter and the utmost cooperation in upholding the standards and integrity of government procurement training programs. To stay updated on the latest issuances, training updates, upcoming events, and various initiatives, we encourage all procuring entities to follow our official Facebook page at #GovernmentProcurementPH.
- 6.0 For inquiries and clarifications, you may contact the Capacity Development Division of the GPPB-TSO through electronic mail at [training@gppb.gov.ph](mailto:training@gppb.gov.ph) or telephone (02) 5322 6222(BAC), Monday to Friday, 8:00 AM – 5:00 PM.
- 7.0 For the information of all concerned.

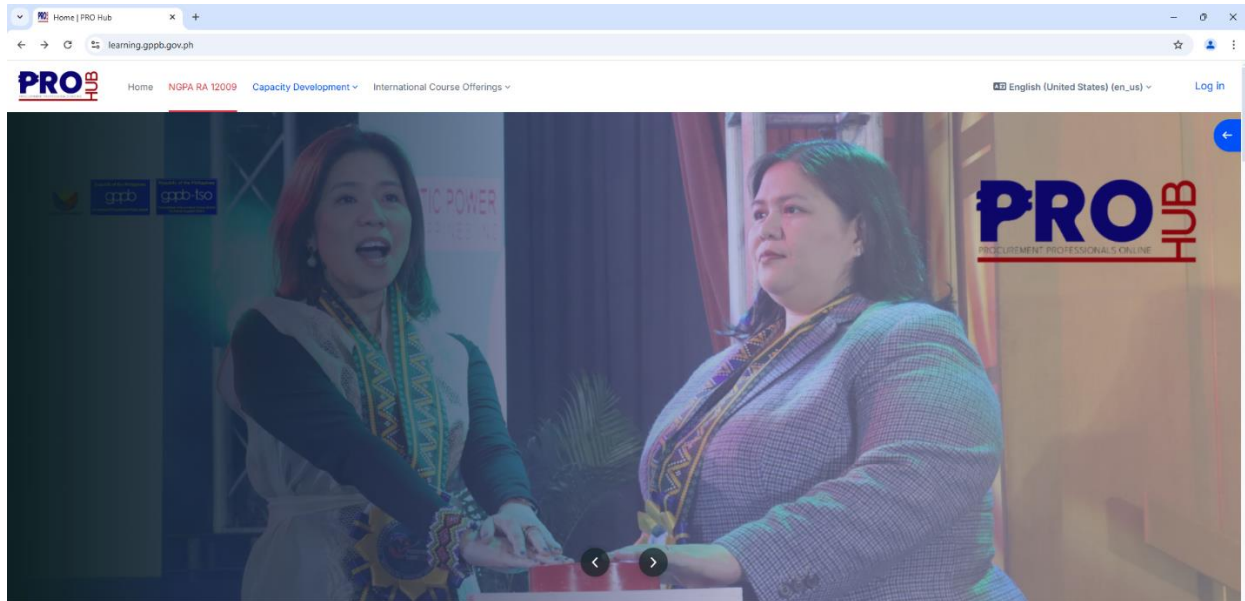


**ATTY. MARIA DIONESIA A. RIVERA-GUILLERMO**  
*Officer-in-Charge*

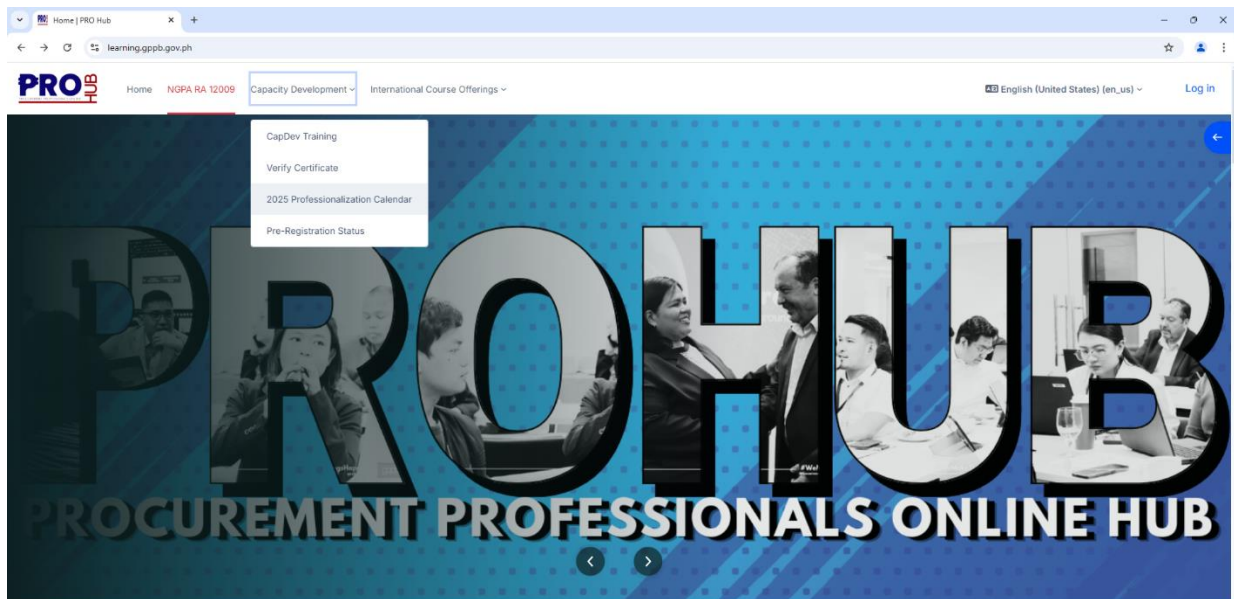


## ANNEX A – ENROLLMENT IN PUBLIC TRAINING PROGRAMS

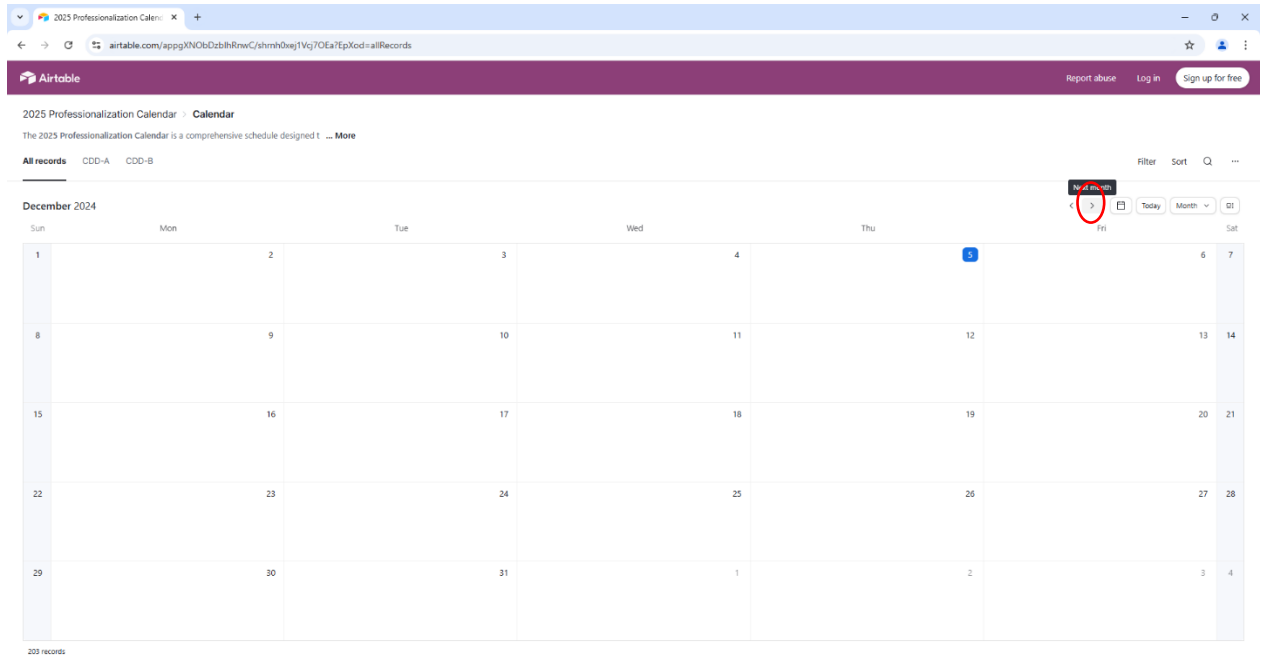
1. Visit <https://learning.gppb.gov.ph>



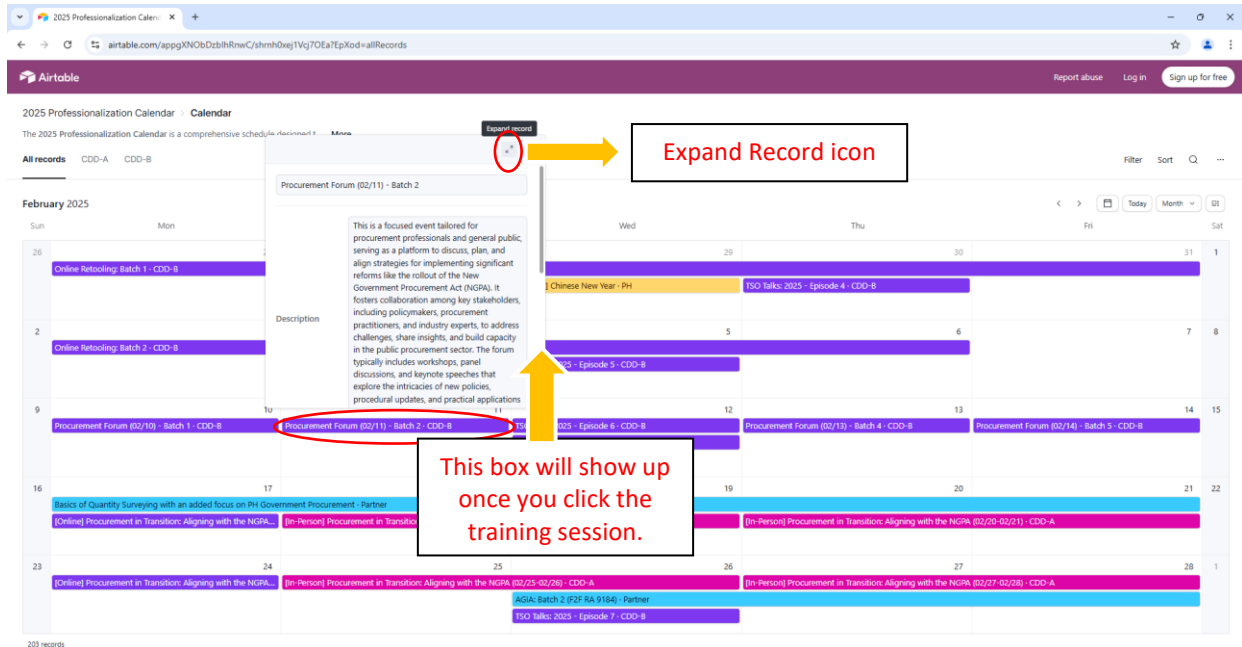
2. Hover your mouse to the “Capacity Development” menu option, then click “2025 Professionalization Calendar” as shown below:



3. You will be redirected to the calendar page as shown below. To check training sessions scheduled for the following month, click the forward ">" icon as encircled below.



4. As an example, for the month of February, you will be able to see the variety of training sessions scheduled. Click the training session of your interest. To know more and register, click the "Expand Record" icon as encircled below:



5. When you expand a record, a side panel will appear on the right side of the screen, as illustrated below.

The screenshot displays the '2025 Professionalization Calendar' interface. On the left is a sidebar with navigation links: 'CDD - 2025 Training', 'HO Workspace', '2025 Professionalization ...', 'Calendar', and 'Dashboard'. The main area shows a calendar for February 2025 with various training events. A callout box points to a 'Pre-Registration' button on the calendar, stating: 'Click this button to begin your pre-registration.' Another callout box points to a 'Have a question?' button, stating: 'If you have a question on this training, click this button.' The right side panel for 'Procurement Forum (02/11) - Batch 2' provides details: Description, Status (Not Started), Start date (2/11/2025), End date (2/11/2025), Fee (200), Training Fee (Php0.00), Audience (All), and Pre-registration status (Pre-Registration). A 'Pre-Registration' button is highlighted with a red circle and a yellow arrow pointing to it.

Note: Some training sessions may not have a pre-registration link. This is because they are offered by external partners and are listed here solely to promote these authorized training opportunities.

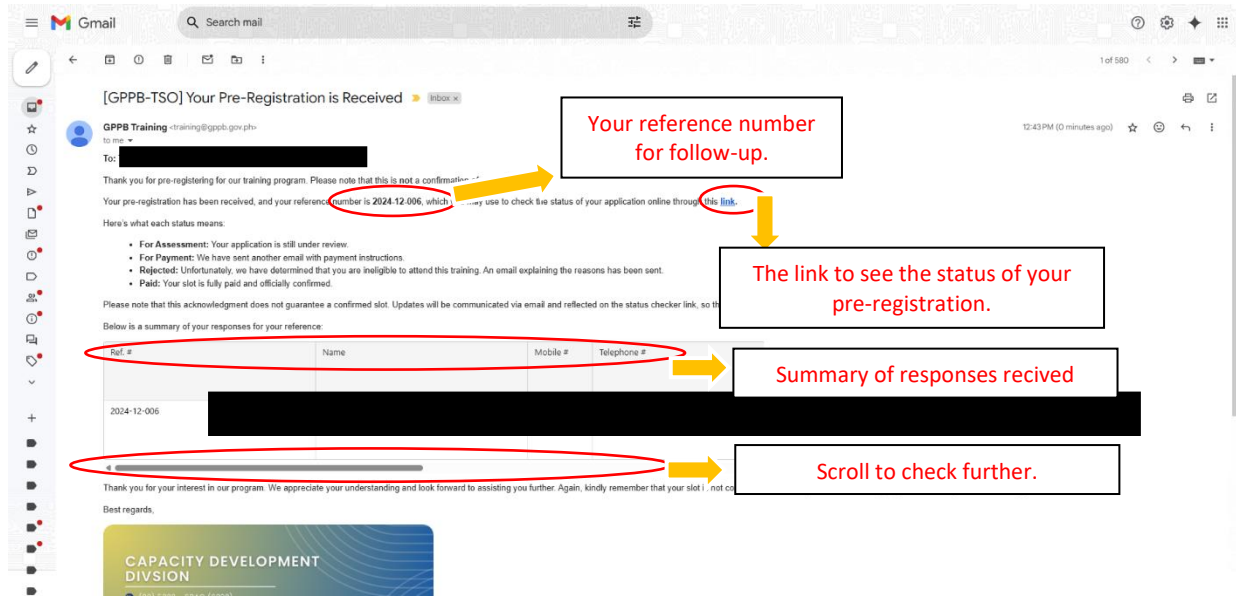
6. Upon clicking the pre-registration button, you will be able to view the form as shown below. Completely and accurately answer the questions to proceed.

The screenshot shows the 'Pre-Registration' form on the airtable.com website. The form includes a header section with the title 'Pre-Registration' and a paragraph explaining the process. Below this is a form with three input fields: 'Salutation \*', 'First Name \*', and 'Middle Name \*'. Each field has a dropdown menu and a text input area. The 'Salutation \*' field has a dropdown menu with options: 'Mr.', 'Ms.', 'Mrs.', 'Dr.', 'Engr.', 'Atty.', 'Arch.', etc. The 'First Name \*' field has a text input area with a note: 'Do not capitalize all letters.' The 'Middle Name \*' field has a text input area with a note: 'Not the middle initial; do not capitalize all letters.'

You will see this upon submitting the form.

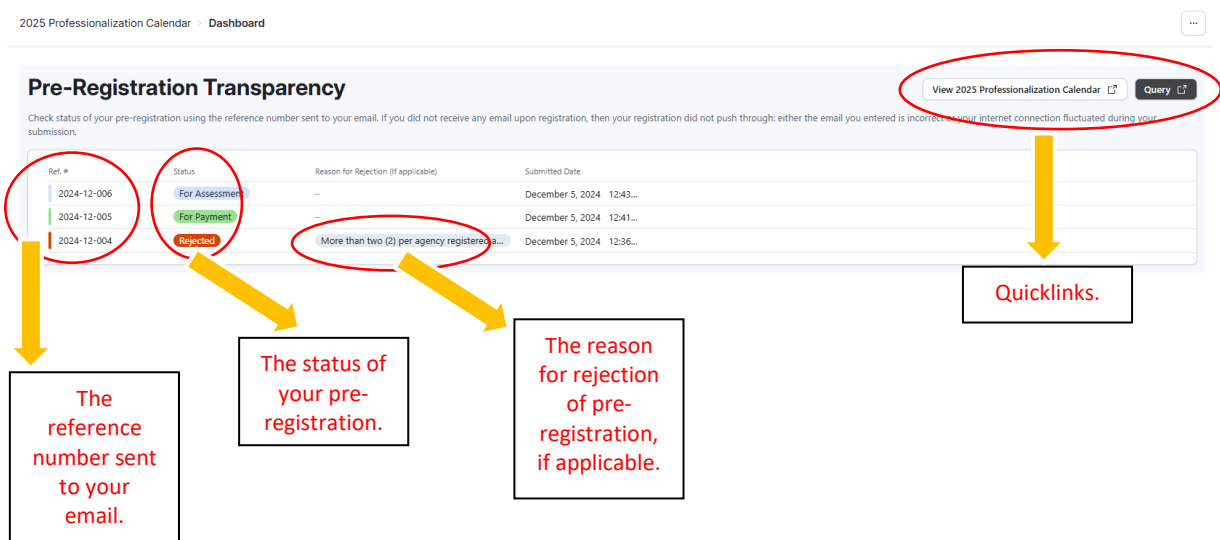
Thank you for your pre-registration. Please check your email for the acknowledgement of your pre-registration.

7. Check your registered email and you should be able to see the acknowledgment email immediately as illustrated below.



8. Thereafter, you may wait for the succeeding email once the status changes in accordance with what is specified in the email.

9. Meanwhile, the status dashboard looks like this:





## **FREQUENTLY ASKED QUESTIONS:**

### **1. Can we register as a team?**

No, team registration is not allowed. Each individual must register separately because we track payments and attendance on a per-person basis. This ensures that every participant's information, including payment and participation details, is accurately recorded in our system.

### **2. Can I have someone else register for me?**

Yes, someone else can complete the registration process on your behalf. However, please note that they take full responsibility for ensuring the accuracy of the information provided. For example, if they enter their own email address instead of yours, all communication, such as rejection notices or payment instructions, will be sent to their email instead of yours. If you miss these notices or fail to act within the specified timeframe because of this, the GPPB-TSO cannot be held accountable. To avoid any complications, we strongly recommend registering yourself whenever possible.

### **3. There is no registration link. How do I proceed?**

If you notice that a training session does not have a registration link, there are a couple of possible reasons:

- The training session might already be completed, and registration is no longer available.
- The session might be an authorized training conducted by one of our external partners, not an in-house event. In such cases, we only advertise the training on behalf of the authorized partner, and they manage their own registration process. To proceed, you will need to contact the partner directly to obtain their registration link or further instructions.

### **4. The registration link does not work anymore. What happened?**

If the registration link is no longer active, it typically means one of two things:

- The training session has already taken place, and registration is now closed.
- The pre-registration period for the event has ended, and new sign-ups are no longer being accepted.

We recommend registering as early as possible to secure your spot and avoid missing deadlines. If you believe this is an error, you may contact us for clarification, but please note that once the registration period is over, we may not be able to accommodate additional requests.

Note: Should the number of enrollees be less than the viable target, the GPPB-TSO reserves the right to cancel or postpone the conduct of training.