



Republic of the Philippines  
**Department of Education**

02 SEP 2016

DepEd MEMORANDUM  
No. **142**, s. 2016

**UPDATES ON THE CREATION OF BILLING STATEMENTS  
FOR THE SENIOR HIGH SCHOOL VOUCHER PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary Schools Heads  
All Others Concerned

1. In relation to DepEd Order No. 38, s. 2016, entitled *Clarifications and Additional Information to DepEd Order No. 46, s. 2015 (Detailed Guidelines on the Implementation of the Senior High School Voucher Program)*, the Department of Education (DepEd) issues this Order to provide **Updates on the Creation of Billing Statements for the Senior High School Voucher Program** using the Voucher Management System (VMS).
2. The regular process of creating billing statements for the SHS VP is as follows:
  - a. Enrol learners in the Learner Information System (LIS); and
  - b. Create billing statements in the VMS based on the list of Qualified Voucher Recipients (QVRs) automatically generated from the LIS.
3. The DepEd has noted that there are problems with the list of QVRs automatically generated from the LIS. In particular, tagging of the following QVRs is yet to be completed:
  - a. Education Service Contracting (ESC) grantees; and
  - b. Approved SHS VP applicants.
4. To resolve this, the DepEd shall allow manual uploading of QVRs in the VMS for the first semester. The step-by-step process for uploading is found in the enclosure.
5. The manual uploading facility in the VMS shall only be used for untagged QVRs in the LIS as mentioned in Item 3. Tagged QVRs shall be billed following the regular process of creating billing statements as mentioned in Item 2.
6. Schools shall ensure that the QVRs to be uploaded in the VMS have Learner Reference Numbers (LRN) and are enrolled in the LIS. Otherwise, uploading will be unsuccessful.
7. The manual uploading facility in the VMS shall be available from **August 31 to September 30, 2016**.

8. For inquiries and clarifications, all concerned may contact the **Private Education Assistance Committee (PEAC) National Secretariat**, 5<sup>th</sup> Floor, Salamin Building 197 Salcedo Street, Legaspi Village, Makati City at telephone no. (02) 840-6000.

9. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

References:

DepEd Order: (Nos. 38, s. 2016 and 46, s. 2015)

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

FUNDS  
LEARNERS  
POLICY  
PROGRAMS  
SCHOOLS  
SENIOR HIGH SCHOOL  
STRAND: Finance and Administration

SMA, DM Updates on the Creation of Billing Statements for the SHS VP  
0615, August 31/September 1, 2016

(Enclosure to DepEd Memorandum No. 142, s. 2016)

**Process of Uploading Untagged Qualified Voucher Recipients (QVRs)  
in the Voucher Management System (VMS)**

1. Access the VMS using LIS User Account;
2. Download CSV file template in the "Upload QVRs" link within the VMS;
3. Open the CSV file template using MS Excel and encode the following learner information:
  - a. ESC SID or QVR Certificate Number
  - b. Learner Reference Number
  - c. Date of First Attendance (Month/Date/Year)
  - d. Name of the Learner (Last Name, First Name, Middle Name, Extension Name)
4. After encoding all of the learner information, save the file in CSV format and exit MS Excel. Make sure that the format is CSV (Comma Delimited);
5. Access the VMS again and proceed to the "Upload QVRs" link to upload the CSV file in the VMS;
6. Click the "Upload File" button and select the CSV file encoded;
7. VMS will verify if the ESC SID or QVR Certificate Number is existing within the VMS List of Learners;
8. VMS will inform the school if there are invalid records in the CSV file being uploaded. The following are the possible reasons for invalid records:
  - a. ESC SID or QVR Certificate Number is blank or not existing
  - b. ESC SID or QVR Certificate Number is already existing in the School's List of QVRs
  - c. LRN field is blank
  - d. Date of First Attendance is blank
9. If file upload is successful, school shall assign tracks and strands to each QVR by clicking the "Assign Track and Strand" link;
  - a. Assign track and strand per QVR by clicking the dropdown box beside the name of the QVR.
  - b. Mass assigning of tracks and strands may be done by clicking the check boxes beside the names of the QVRs with the same track and strand. After selecting the names, click the "Mass Assign" button at the bottom of the page then select the track and strand to be assigned to the QVRs.
10. Proceed to creating billing statements by clicking "Create Billing Statements" and view the uploaded names in the "Uploaded QVR List" tab;
11. Check the boxes beside the names of the QVRs for billing and click the "Create Billing Statement" button. After which, the VMS will list the QVRs for billing and require confirmation from the school;
12. Print the SHS VP Billing Statement created and submit to the PEAC Regional Secretariat together with the supporting documents listed in the Home Page of the VMS.