

Unbilled VPBs of SY 2016-2017

First Semester

Grade 11

- 1) School accesses the VMS and clicks "Encode VPBs 1st Semester SY 2016-2017"
- 2) School selects VPB Type
 - a) If Public VPB:
 - (1) School encodes LRN and Last Name
 - (2) VMS validates if the LRN exists in the LIS and if details match
 - (3) VMS checks if the LRN has been billed
 - b) If Private ESC:
 - (1) School encodes ESC SID and Last Name
 - (2) VMS validates if the ESC SID exists in the IMS and if details match
 - (3) School validates/updates existing LRN
 - (4) VMS checks if the LRN has been billed
 - c) If Private Non-ESC encode the following:
 - (1) QVR Certificate No.
 - (2) VMS validates if the QVR Certificate No. exists in the OVAP and if details match
 - (3) School validates/updates existing LRN
 - (4) VMS checks if the LRN has been billed
- 3) School writes letter requesting PEAC to reopen creation of billing statements for the first semester SY 2016-2017
- 4) School creates billing statement in the VMS
- 5) School submits billing statement and supporting documents to PEAC RS

Second Semester

Grade 11

- 1) School accesses the VMS and clicks "Encode VPBs 2nd Semester SY 2016-2017"
- 2) School Encodes the LRN and Last Name of the VPB
- 3) VMS checks if the following:
 - a) If the LRN was billed during the first semester of SY 2016-2017
 - (1) Only VPBs billed in the first semester of SY 2016-2017 may be billed in the second semester of SY 2016-2017
 - (2) VMS provides option to correct the first semester LRN
 - b) If the LRN and Last Name match
- 4) School creates billing statement in the VMS.
- 5) School submits billing statement and supporting documents to PEAC RS

Unbilled VPBs of SY 2017-2018

Grade 11

- 1) School accesses the VMS and clicks "Encode VPBs SY 2017-2018"
- 2) School selects Grade 11 VPB
- 3) School selects VPB Type
 - a) If Public VPB:
 - (1) School encodes LRN and Last Name
 - (2) VMS validates if the LRN exists in the LIS and if details match
 - (3) VMS checks if the LRN has been billed
 - b) If Private ESC:
 - (1) School encodes ESC SID and Last Name
 - (2) VMS validates if the ESC SID exists in the IMS and if details match
 - (3) School validates/updates existing LRN
 - (4) VMS checks if the LRN has been billed
 - c) If Private Non-ESC encode the following:
 - (1) QVR Certificate No.
 - (2) VMS validates if the QVR Certificate No. exists in the OVAP and if details match
 - (3) School validates/updates existing LRN
 - (4) VMS checks if the LRN has been billed
- 4) School creates billing statement in the VMS
- 5) School submits billing statement and supporting documents to PEAC RS

Grade 12

- 1) School accesses the VMS and clicks "Encode VPBs SY 2017-2018"
- 2) School selects Grade 12 VPB
- 3) School Encodes the LRN and Last name of the VPB
- 4) VMS checks the following:
 - a) If the LRN was billed during the second semester of SY 2016-2017 (Only VPBs billed in the second semester of SY 2016-2017 may be billed in the second semester of SY 2016-2017.)
 - b) If the LRN and Last Name match
- 5) School creates billing statement in the VMS.
- 6) School submits billing statement and supporting documents to PEAC RS