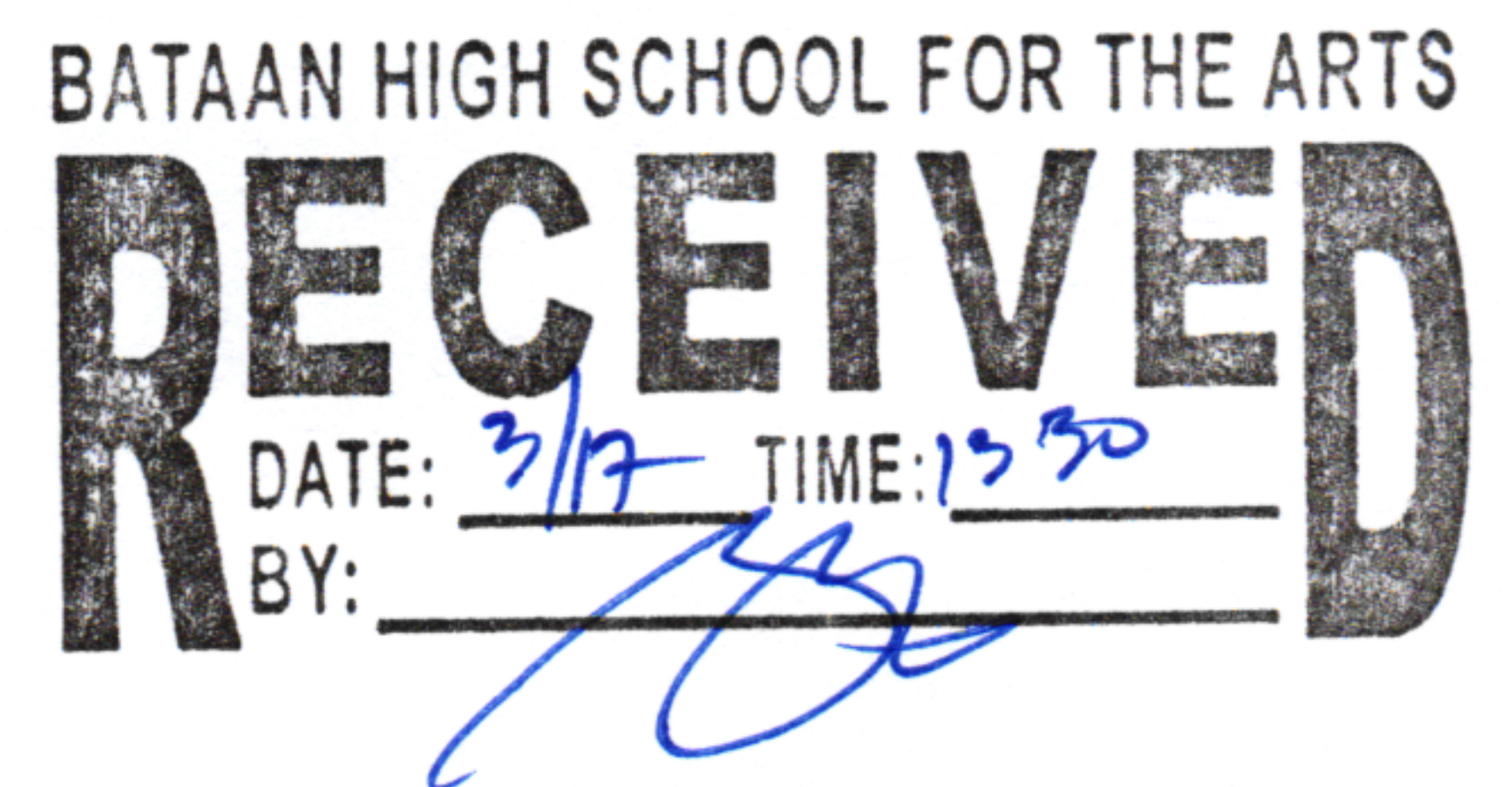




Republic of the Philippines  
**Department of Education**  
REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**



**SCHOOL MEMORANDUM**

No. 078, s. 2026

MAR 17 2026

**IMPLEMENTATION AND SYSTEM DRY RUN OF VOUCHER MANAGEMENT SYSTEM (VMS) PHASE I**

To: Chief Administrative Officers  
Chief Education Program Specialist  
All School Office Personnel  
All Others Concerned

1. This office announces the implementation and system dry run of Voucher Management System (VMS) Phase I which shall be officially implemented this coming 2<sup>nd</sup> quarter of FY 2026.
2. The objectives of this process are the following:
  - To facilitates BHSA's ongoing commitment towards digitalization and streamlining of our internal process.
  - To establish a single, unified platform to create, manage, and monitor all disbursement voucher; and
  - To enforce Chapter 6, Section 12, Volume 1 of the Government Accounting Manual (GAM) where proponents or requesting offices are mandated to generate the disbursement vouchers.
3. The following are the salient features of this system:
  - System Dry Run. A testing phase is currently active to identify and resolve potential system glitches prior to launch. You may access the dry run environment at: <https://worksheet.ren08.com/login.php>.
  - Official Launch. The VMS will officially go live on April 1, 2026. The live system link will be disseminated prior to this date.
  - Procedures.
    - A. Worksheet
      1. Select a payee from the dropdown menu; the remaining payee information will auto-populate.
      2. Select the Source of Fund, Category, and Sub-Category from their respective dropdown menus.
      3. Choose the appropriate code based on the expense and enter the gross amount (the other figures will compute automatically).
      4. Input remarks and add a new row if necessary.
      5. Save the Worksheet.
      6. Print the document.
    - B. DV (Disbursement Voucher)
      1. Click the "Load from Worksheet" button.



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2. Select the Mode of Payment.
  3. Fill out the "Particulars" box corresponding to the type of expense to be processed (e.g., To Pay, To Remit, To Cash Advance, To Reimburse).
  4. Select the appropriate signatory for Box A.
  5. Save the DV.
  6. Print the document.
- C. ORS (Obligation Request and Status)
1. Click the "Load from Worksheet" button.
  2. Save the ORS.
  3. Print the document.
- Account Access. User credentials (usernames and passwords) will be distributed directly to your respective divisions. To request a password change, please coordinate with the Finance Division.
  - Payee Database Updates. Any additions of new payees or amendments to existing payee information must be communicated to the Finance Division to ensure database accuracy.
  - Support and Inquiries. For technical assistance, system troubleshooting, or further clarification, please contact the Finance Division.

4. The following are the responsibilities of the Functional Divisions:

| Proponent Division                                                            | Finance Division                          |
|-------------------------------------------------------------------------------|-------------------------------------------|
| Encode the necessary information in the VMS.                                  | Review submitted documents.               |
| Generate and print Worksheet, DV, and ORS (MOOE).                             | Provide support in the use of the system. |
| Attached necessary Documents based on the Documentary Requirements Checklist. |                                           |
| Submit the two complete set to finance division.                              |                                           |

5. All questions and inquiries must be directed to the accounting unit.
6. For information, guidance, and strict compliance.

  
**MIA ARIANA TANCIONGCO**  
 Director III  
 School Director

MAR 17 2026

**RECEIVED**  
 17 MAR 2026

To be indicated in the Perpetual Index  
 Under the following subjects

Vouchering System  
 Digitalization

FD01/ FD04 March 13, 2025



*"Bayan ng Bayani, Bayani ng Sining"*

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