UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM TJH 2018-34

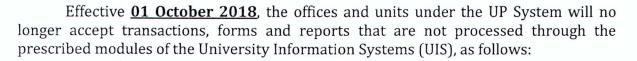DATE   6 September 2018

FOR: The Vice Presidents
            The Chancellors

SUBJECT: **IMPLEMENTATION AND USE OF THE UNIVERSITY**
            INFORMATION SYSTEMS

Effective **01 October 2018**, the offices and units under the UP System will no longer accept transactions, forms and reports that are not processed through the prescribed modules of the University Information Systems (UIS), as follows:

A. Financial Management Information System (FMIS):
1. UP Pre-closing Trial Balance
2. UP Post-closing Trial Balance
3. UP Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR-01)

B. Supplies, Procurement, and Campus Management Information System (SPCMIS):
1. UP Annual Procurement Plan (Common-Use)
2. UP Annual Procurement Plan (Non-Common Use)
3. UP Purchase Order (PO)

C. Human Resources Information System (HRIS):
1. Updating of HRIS Employee Records for UP System to generate the following reports:
    a. List of Personal Services Itemization and Plantilla of Personnel (PSIPOP)
    b. UP Faculty and Staff Headcount
    c. List of Employees per CU, Sector, Status, and Rank
2. Submission of Public Service Projects for UP System Generation of Summary List of Public Service Projects per Category
3. Authority to Fill status and approval (Plantilla items)
4. Authority to Hire status and approval (UP Contractual)

5. Submission and approval of CU Performance Commitment Review target and accomplishment (SPMS)
6. Submission and approval of Local Travel
7. Submission and approval of International Travel

D. Document Tracking System (DTS):
   1. Transmittal of documents to and from UP System offices/units
   2. Reports on Document Aging

In this connection, all Constituent Universities (CUs) must implement and use the UIS. For those CUs with existing systems, it is imperative that these systems be made interoperable and integrated with the UIS.

For strict implementation and compliance.

TEODORO J. HERBOSA, M.D.
Executive Vice President
By authority of the President