



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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23 December 2021

MEMORANDUM NO. NGY 21 - 186

TO : Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/ Heads
IT Office Directors/ Heads

SUBJECT : **Verification of Email Addresses in the Human Resource Information System (HRIS)**

In our continuing efforts to enhance communication channels in reaching our personnel for official announcements and information dissemination, the HRDOs are requested to update and verify the names, group, sub-classification and UP Mail addresses of all faculty members, REPS, administrative staff, Contract of Service/Job Order (COS/JO) workers, lecturers, Professor Emeriti, and adjunct faculty members under their respective CUs, as recorded in the Human Resource Information System (HRIS).

By 15 January 2022, the final list of personnel with their respective UP email addresses will be generated and subsequently forwarded to the CU IT office/unit for verification to ensure that the personnel are included in the official mailing list

Please take note that personnel who are not recorded in the HRIS will not receive any email from the University. Moreover, they will not be able to access the information systems/online applications of the University. The UP mail accounts are used for authenticating users in the computerized systems of the University.

If you have questions and/or concerns on the HRIS, please email the HRIS Team of the Office of the Vice President for Development-Information Technology Development Center (OVDP-ITDC) through hris@up.edu.ph.

For your cooperation and compliance.

NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President
Office of the Vice President for Development