UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

JOINT MEMORANDUM NO. ACR-IYB-DP 24 - 01

DATE: May 28, 2024

TO: Chancellors
              Director, UP PGH
              Dean, UP Tacloban College

SUBJECT: Phasing Out of the Current University Information System (UIS), Potential Disruption in HR and Finance Operations, and Transition to New HR and Finance Systems

The phaseout of the University Information System (UIS), including the Financial Management Information System (FMIS) and Human Resources Information System (HRIS), is certain this year. This may disrupt our HR and Finance operations across the UP System. We must take proactive steps to mitigate the risks and minimize the impact of this transition on our operations. We cannot afford to be caught unprepared.

To address this *urgent* situation, we must take the following actions:

1. Mapping of Processes: As part of the mitigation strategy, it is crucial to map the processes found in the UIS and identify where they could be integrated into the alternative HR and Finance systems being considered. This will help ensure a more seamless transition and minimize the risk of critical processes being overlooked.

2. Transition to a New HR and Finance System: The Personnel Unified Systems Outlook (PUSO) and Budget Utilization and Liquidation System Analytics (BULSA), developed by UP Diliman, will replace the Human Resources Information System (HRIS) and the current Financial Management Information System (FMIS), respectively.

3. Creation of UP System and CU/Unit Taskforce: To have a smooth transition to PUSO and BULSA, we strongly recommend creating a CU/Unit taskforce dedicated to managing the transition process. The CU/Unit taskforce will be responsible for coordinating with the UP System taskforce in identifying and addressing local challenges and ensuring that all stakeholders are informed and prepared for the changes ahead.

4. Backup of Respective Data: It is of utmost importance to ensure that all data from the Oracle-based systems and CU/Unit HR and Finance databases is

properly backed up before the transition. This will help minimize the risk of data loss and ensure that critical information is preserved.

5. Roll-out of PUSO and BULSA across all CUs. The rollout team, composed of the system taskforce and the development team, will be in touch with the CUs/units in preparation for the adoption, including data migration, orientation and training, change management activities, and setting up the system until it goes live. Schedule of roll-out activities will be sent to each CU for coordination and roll-out implementation.

   All relevant data from the Oracle-based systems and CU/Unit HR and Finance databases must be properly migrated to the PUSO and BULSA systems. The Roll-out team, together with the DX Team, shall lead the migration of the data during the transition process. CUs are advised to closely coordinate with the team during this phase to ensure data are properly backed up

   Helpdesk will be made available to assist during the transition phase, and even when the PUSO and BULSA systems go live in all CUs/units.
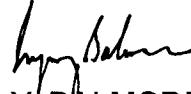
6. Integrate Remaining Systems: To the extent possible, all other systems currently relying on Oracle should be integrated into the systems under development by the University. This will help streamline processes, reduce costs, and minimize disruptions. The PUSO and BULSA systems will be further enhanced to include additional modules and data systems for HR and Finance.

7. Contingency Planning: Contingency plans should be put in place to address any unforeseen issues that may arise during the transition process. This includes identifying potential risks and developing strategies to mitigate them.

8. Work with Digital Transformation (Dx) and IT Teams: We strongly urge all CUs/Units to work closely with their respective Digital Transformation (Dx) Teams to manage the change process effectively. The Dx Teams have the mandate and expertise to help navigate the transition and ensure that all stakeholders are prepared for the changes ahead. The IT Teams must ensure IT infrastructure support for the transition to PUSO and BULSA, in coordination with the Roll-out Team.

We understand that this transition will cause significant inconvenience and, possibly, disruption, but it is necessary to ensure the long-term sustainability and cost-effectiveness of our information systems. We are committed to working closely with all CUs/units to minimize the impact and ensure a successful transition. The transition plan will be presented to the CUs/units for reference and guidance.
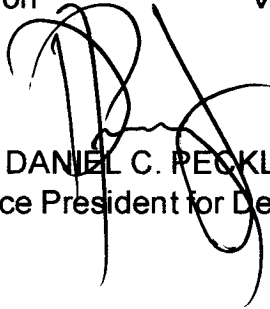
Thank you for your cooperation and understanding as we work together to modernize our information systems in this digital era.

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