



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-12

FOR : **VICE PRESIDENTS
CHANCELLORS
PGH DIRECTOR**

SUBJECT : **Reiteration on the Implementation and Use of the University Information System (UIS) and Document Routing System (DRS)**

DATE : 17 March 2023

This is to reiterate Memorandum TJH 2018-34 dated 06 September 2018 which states that the office and units under the UP System shall not accept transactions, forms and reports that are not processed through the prescribed modules of the University Information Systems (UIS) and the Document Routing System (DRS).

Specifically, the appropriate transactions must go through the following UIS and DRS modules (updated list):

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. Authority to Hire status and approval (Individual Contract of Services/Job Order)
6. Submission and approval of CU Performance Commitment Review target and accomplishment (SPMS)
7. Submission and approval of Local Travel
8. Submission and approval of International Travel
9. Submission of Statement of Assets, Liabilities, and Net Worth (SALN)

10. Submission and approval of Limited Practice of Profession (LPP)
11. Submission and approval of Certificate of Service (COS)


D. Document Routing System (DRS):

1. Transmittal of documents to and from UP System offices/units
2. Reports on Document Aging

Moreover, it is also imperative that all the existing information systems of offices and units under the UP System and the CUs, both legacy systems and existing systems, be integrated and be made interoperable with the UIS. The management reports as required by the UP System and other government agencies shall be consolidated through UIS.

To assist you in your efforts relevant to the implementation of UIS and DRS, as well as the integration of the CUs' existing systems, please immediately coordinate with the Information Technology Development Center (ITDC) through itdc_info@up.edu.ph

For strict implementation and compliance.


ANGELO A. JIMENEZ
President

