



University of the Philippines System

**Features Available in the Information Systems/Applications Maintained by the University**

As of 15 November 2021

Note: For any questions and/or clarifications, please contact the Office of the Vice President for Development - Information Technology Development Center (OVPD-ITDC) at [itdc\\_info@up.edu.ph](mailto:itdc_info@up.edu.ph) or you may visit its website at <https://itdc.up.edu.ph>.

AVAILABLE Module/Feature/Function	Description
<b>Human Resource Information System (HRIS)</b>	
<b>Human Resource</b>	<p>A tool both for HRDOs across UP CUs and employees, aims to promote operational efficiency in managing and processing day-to-day HR-related transactions.</p> <p>Using HRIS, UP employees may:</p> <ul style="list-style-type: none"> <li>- Access and update employee information (e.g. basic employee information, dependents and beneficiaries' details, leave credits) at their convenience (e.g. on their own devices, at any time)</li> <li>- Request employment documents from HRDO minus the queuing</li> <li>- Accomplish forms and submit professional records (e.g. SALN, publication, research, and creative and scholarly workrecords) at their convenience</li> </ul> <p>HRDOs in all CUs are also set to benefit from HRIS, as they may now:</p> <ul style="list-style-type: none"> <li>- Generate real-time reports</li> <li>- Improve decision-making capability with HR-related information easily accessible and stored in a single platform</li> </ul>
<b>Payroll</b>	<p>A payroll in Oracle HRMS defines all employees with a common payment frequency and pay date.</p> <p>This module covers the:</p> <ul style="list-style-type: none"> <li>- Processing of Payroll for Regular Staff</li> <li>- Processing of Payroll for ICS/JO/COS Staff</li> <li>- Creation and uploading of Element Entries</li> <li>- Creation of Assignment Set or Payroll Group</li> <li>- Creating of batch elements</li> <li>- Uploading of regular days, allowances, deductions, loans etc.</li> <li>- Generation of Payroll Run</li> <li>- Generation of General Payroll</li> <li>- Payroll Reports</li> <li>- Processing and viewing of Payslip</li> </ul>
<b>Self Service</b>	<p>In this module, end-users would be able to submit transactions online, attach supporting document and monitor the approval requests.</p> <p>This covers the sub-modules under Self Service.</p> <ul style="list-style-type: none"> <li>- Updating of Personal Information</li> <li>- Publication, Research, Creative Work &amp; Other Scholarly Work</li> <li>- Limited Practice of Profession</li> <li>- Local Travel</li> <li>- International Travel</li> <li>- Certificate of Service</li> <li>- Authority to Fill</li> <li>- Authority to Hire</li> <li>- Individual Public Service</li> <li>- Institutional Public Service</li> <li>- Personal Data Sheet</li> </ul>
<b>UP Research Information Module</b>	<p>The UP Research Information Module (UP RIM) is designed for the recording and maintenance of information related to research projects of various academic and research units of the University of the Philippines (UP). This is a response to the need of UP to monitor the status of all of its research projects, which are funded externally or by UP.</p>

<p><b>The Strategic Performance Management System</b></p>	<p>The Strategic Performance Management System (SPMS) is the performance evaluation and appraisal system that the Civil Service Commission (CSC) currently implements.</p> <p>This module includes the:</p> <ul style="list-style-type: none"><li>- Individual Performance Commitment and Review (IPCR)</li><li>- Appraisee</li><li>- Appraiser (Main)</li><li>- Cascade</li><li>- Performance Management Plan (PMP)</li><li>- Performance Management Team (PMT)</li><li>- Scorecard</li><li>- Target (or Objective)</li><li>- Transfer of Scorecards</li></ul>
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AVAILABLE Module/Feature/Function	Description
<b>Financial Management Information System (FMIS) &amp; Supplies, Procurement, and Campus Management Information System (SPCMIS)</b>	
<b>SPCMIS Modules</b>	
<b>iProcurement</b>	<p>Web-based shopping system that allows employees to create, manage, and track their own requests.</p> <p>This module covers the processing of the following transactions:</p> <ul style="list-style-type: none"> <li>- Project Procurement Management Plan (PPMP);</li> <li>- Supplemental Project Procurement (SPPMP); and</li> <li>- Purchase Request (PR).</li> </ul> <p>In this module,</p> <ul style="list-style-type: none"> <li>- end users will be able to track the status of their transactions; and</li> <li>- the approvers will be able to generate summary reports and the Annual Procurement Plan from approved PPMPs and/or SPPMPs.</li> </ul>
<b>Purchasing</b>	<p>Application for buyers that streamlines purchase order processing.</p> <p>This module covers the</p> <ul style="list-style-type: none"> <li>- creation of Request for Quotation / Invitation to Bid;</li> <li>- entry of Quotations / Bids;</li> <li>- approval of Quotations / Bids;</li> <li>- generation of the Abstract of Quotations / Abstract of Bids;</li> <li>- processing of the Agency Purchase Request;</li> <li>- processing of the Purchase Order (PO);</li> <li>- closing of approved PRs and POs;</li> <li>- assignment of buyers;</li> <li>- monitoring and management of PPMP, PR and PO transactions through the Buyer Work Center;</li> <li>- generation of summary reports; and</li> <li>- the transfer of accounting entries to the GL module.</li> </ul>
<b>Inventory Management</b>	<p>Used in materials tracking. It is a facility to store and transact items.</p> <p>This module includes</p> <ul style="list-style-type: none"> <li>- recording of receiving and inspection of items;</li> <li>- management of supplies inventory;</li> <li>- processing of Requisition and Issuance Slip (RIS);</li> <li>- management of iProcurement Stores (Item Management); and</li> <li>- the transfer of accounting entries to the GL module through the Cost Management SLA responsibility.</li> </ul>
<b>FMIS Modules</b>	
<b>Accounts Payables (AP)</b>	<p>For the processing of disbursement vouchers, cash advances and payments. Accounting entries from this module will be transferred or posted to the GL module through the Create Accounting process.</p>
<b>iExpense</b>	<p>A sub-module of the AP module where liquidations and petty cash replenishments are processed.</p>
<b>Accounts Receivables (AR)</b>	<p>Handles billing, generation of billing statements, collections and receipts generation.</p> <p>This module also includes</p> <ul style="list-style-type: none"> <li>- customer records management;</li> <li>- recording and tracking of remittances; and</li> <li>- the transfer of accounting entries to the GL module.</li> </ul>
<b>Cash Management (CM)</b>	<p>For managing banks, bank branches, bank accounts, and payment documents to be used in the AP and/or AR modules. It allows for the recording and reconciliation of bank statements.</p>

<p style="text-align: center;"><b>Assets</b></p>	<p>For recording and managing fixed assets (PPE) as well as semi-expendable property (ICS).</p> <p>This module covers</p> <ul style="list-style-type: none"> <li>- recognition of assets from the AP module or from direct entry;</li> <li>- depreciation run;</li> <li>- reclassification of assets;</li> <li>- retirement of assets; and</li> <li>- the transfer of accounting entries to the GL module.</li> </ul>
<p style="text-align: center;"><b>General Ledger</b></p>	<p>Available for the management of journals, budget allocations and obligations, and financial reporting.</p> <p>This module covers</p> <ul style="list-style-type: none"> <li>- budget entry;</li> <li>- budget earmarking and obligation;</li> <li>- budget monitoring;</li> <li>- manual journal entries (via Journals or Journal Wizard); and</li> <li>- posting of journal entries from other SPCMIS and FMIS modules.</li> </ul>
<p style="text-align: center;"><b>Others</b></p>	
<p style="text-align: center;"><b>Supplier Management</b></p>	<p>This facility handles supplier records that are used by the SPCMIS and FMIS modules.</p>
<p style="text-align: center;"><b>Approvals for EBS</b></p>	<p>A mobile app for UIS approvers where they can view worklist notifications. Actions available are: Approve, Reject and Reassign.</p>

AVAILABLE Module/Feature/Function	Description
<b>Student Academic Information System (SAIS)</b>	
<b>Student Self Service</b>	<p>Used by students so they can update personal information directly online.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>- Enrollment</li> <li>- Viewing academic records</li> <li>- Viewing financial accounts details</li> <li>- Plan for subsequent semesters</li> <li>- Verify if they meet graduation requirements</li> <li>- Manage their alumni contributors</li> </ul>
<b>Faculty Self Service</b>	<p>Used by faculty so they can update personal information directly online.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>- Viewing class schedules</li> <li>- Viewing class rosters</li> <li>- Submit and approve grade</li> <li>- Class attendance</li> <li>- Communicate with students under his/her classes using email notification</li> <li>- Gradebook (Test, Quiz, Essay, Reading and Homework)</li> </ul>
<b>Advisor Self Service</b>	<p>Used by advisers so they can update personal information directly online.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>- Advisee roster (List of advisees)</li> <li>- Checking of advisee academic progress</li> <li>- Administrative enrollment (for changing or correcting of enlistment subjects)</li> <li>- Communicate with advisees using email notification</li> </ul>
<b>Campus Community</b>	<p>Used for creating the records for individuals and organizations that comprise the institution's community.</p> <p>This module includes:</p> <p>Personal Information Management</p> <ul style="list-style-type: none"> <li>- Biographical Information</li> <li>- Health Data</li> <li>- Managing Personal Identification Data</li> <li>- Participation Data ( individual's athletic participation, extracurricular activities, honors and awards, and licenses, certificates, and memberships.</li> </ul> <p>Organization Data Management</p> <ul style="list-style-type: none"> <li>- Organization's location</li> <li>- Departments</li> <li>- Contacts data</li> </ul> <p>Manage Service Indicator</p> <ul style="list-style-type: none"> <li>- Positive or negative indicator to an individual's record to identify services that are available to or should be denied for that individual.</li> <li>- Tagging of holds, student eligibilities</li> <li>- Tagging of students as advised and eligible to enroll</li> </ul>

<p style="text-align: center;"><b>Student Admission</b></p>	<p>Used for administering the unit's or institution's admission processes. Students can apply and submit requirements using the self service function of the module.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>- Application evaluations</li> <li>- External test score loading</li> <li>- Recruitment category assignment</li> <li>- Application loading from test score data</li> <li>- Administrative admission</li> </ul>
<p style="text-align: center;"><b>Records and Enrollment</b></p>	<p>Used for entering, tracking, and processing all of the academic information.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>-Administrative enrollment</li> <li>-Mass/Batch enrollment</li> <li>-Student grading</li> <li>-Student data tracking</li> <li>-Enrollment verifications</li> <li>-Graduate processing</li> </ul>
<p style="text-align: center;"><b>Curriculum Management</b></p>	<p>Used for:</p> <ul style="list-style-type: none"> <li>- Creating new courses/subjects</li> <li>- Managing classes and class sections (view, create, update and delete)</li> <li>- Defining class permissions</li> <li>- Faculty/Instructor workload (Viewing instructor schedules and assigned classes)</li> <li>- Viewing class facility usage</li> <li>- Viewing class rosters</li> <li>- Managing grade rosters</li> </ul>
<p style="text-align: center;"><b>Reporting Tools</b></p>	<p>Used for creating and generating all kinds of reports as long as the data is in the system.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>- Grade roster and Class roster</li> <li>- Forms used during enrollment (Form 5, Form5A, TCG)</li> <li>- CHED billing</li> <li>- Enrollment statistics</li> <li>- Cashier and accounting reports</li> </ul>
<p style="text-align: center;"><b>Student Financials</b></p>	<p>Used for used for managing receivables, billing, collections, and cashiering.</p> <ul style="list-style-type: none"> <li>- Calculating fees and tuition.</li> <li>- Managing student fees and tuitions</li> <li>- Establishing payment plans.</li> <li>- Refunding tuition and fees.</li> <li>- Performing cashiering.</li> <li>- Processing collections.</li> </ul>
<p style="text-align: center;"><b>Academic Advisement</b></p>	<p>Used for tracking students' degree progress.</p> <p>This module includes:</p> <ul style="list-style-type: none"> <li>- Automated Advising</li> <li>- Creating what-if scenarios for a student to see what courses they might need to complete a particular major.</li> </ul>

AVAILABLE Module/Feature/Function	Description
<b>Other UP Information Systems/Portals/Apps</b>	
<b>Document Routing System (DRS)</b>	An online service that may be used by UP faculty and staff to transmit and track documents across the UP System.
<b>Document Routing System (DRS) Tracer</b>	An online service that may be used by any UP Mail account user in tracking documents transmitted across the UP System using the DRS.
<b>Student Learning Assistance System (SLAS) Online</b>	An online portal for facilitating the submission of applications of UP students for financial and learning assistance programs.
<b>UP College Admissions Online Application (Forms 1 and 2B)</b>	An online portal for facilitating the online submission of UPCA Forms 1 (Personal Data Sheet) and 2B (Secondary School Record) for the college applications of high school students applying for UP freshman admissions.
<b>UP College Application Form 2A (Form 2A)</b>	An online portal for facilitating the online submission of UPCA Form 2A (High School Profile) of high schools with students applying for UP freshman admissions.
<b>UPCA Application Status</b>	An online portal for viewing the college application results of UPCA applicants.
<b>UPCA Acceptance Confirmation</b>	An online portal for confirmation of admissions offers given to the UPCA qualifiers.
<b>Internal Academic Assessment and Development System (IAADS)</b>	An online portal for facilitating the internal academic self-assessment of the core academic functions of UP degree-granting units.
<b>Academic Data Collection Portal (ADCP)</b>	An online portal for facilitating the submission of applications of faculty members for One UP Professorial Chair Awards and Faculty Grant Awards (One UP PC & FG Awards).
<b>Faculty Regent Electronic Voting System (FREVS)</b>	An electronic voting platform for facilitating the online voting of faculty members qualified to participate in the Faculty Regent selection process.
<b>Staff Regent Electronic Voting System (SREVS)</b>	An electronic voting platform for facilitating the online voting of REPS and administrative staff qualified to participate in the Staff Regent selection process.
<b>Give to UP</b>	The online donation portal of the University of the Philippines for receiving pledges and donations for different campaigns of the university.
<b>UP Press Online Store</b>	An online store for books sold by UP Press that allows customers to browse and order their books online.
<b>Alumni Email Registration (AER) Form</b>	An online platform for facilitating the submission and processing of requests of UP alumni for alumni email accounts.
<b>Alumni Profile Updating (APU) System</b>	An online platform for updating the profile of alumni in the alumni database using the UP alumni email accounts.
<b>Performance-Based-Bonus - Performance Measures Online (PBB-PM Online)</b>	An online platform for facilitating the submission of data and the generation of reports needed for the PBB of the UP System.