University of the Philippines System

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

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 or you may visit its website at https://itdc.up.edu.ph/.

Human Resource Information System (HRIS)

The Human Resource Information System manages the data and processes related to human resources such as management of files, submission, and approval of Self-Service transactions and performance monitoring. It facilitates the management, maintenance, tracking, and monitoring of all employee data.

Available Features/Functions

1. **Human Resource**

   A tool both for HRDOs across UP CUs and employees, this module aims to promote operational efficiency in managing and processing day-to-day HR-related transactions.

   Using HRIS, UP employees may:
   ● 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)
   ● Request employment documents from HRDO minus the queuing
   ● Accomplish forms and submit professional records (e.g. SALN, publication, research, and creative and scholarly workrecords) at their convenience

   HRDOs in all CUs are also set to benefit from HRIS, as they may now:
   ● Generate real-time reports
   ● Improve decision-making capability with HR-related information easily accessible and stored in a single platform

2. **Payroll**

   The Payroll module covers the following:

   ● Processing of Payroll for Regular Staff
   ● Processing of Payroll for ICS/JO/COS Staff
   ● Creation and uploading of Element Entries
   ● Creation of Assignment Set or Payroll Group
   ● Creating of batch elements
   ● Uploading of regular days, allowances, deductions, loans etc.
   ● Generation of Payroll Run
   ● Generation of General Payroll
   ● Payroll Reports
   ● Processing and viewing of Payslip

3. **Self-Service**

   In this module, end-users are able to submit transactions online, attach supporting documents, and monitor the approval requests.

   This covers the sub-modules under Self-Service.
   - Updating of Personal Information
   - Publication, Research, Creative Work & Other Scholarly Work
   - Limited Practice of Profession
   - Local Travel
   - International Travel
   - Certificate of Service
   - Authority to Fill
   - Authority to Hire
   - Individual Public Service
   - Institutional Public Service
   - Personal Data Sheet

4. **UP Research Information Module**

   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.

5. **The Strategic Performance Management System**

   The Strategic Performance Management System (SPMS) is the performance evaluation and appraisal system that the Civil Service Commission (CSC) currently implements.

   This module covers the following:
   - Individual Performance Commitment and Review (IPCR)
   - Appraisee
   - Appraiser (Main)
   - Cascade
   - Performance Management Plan (PMP)
   - Performance Management Team (PMT)
   - Scorecard
   - Target (or Objective)
   - Transfer of Scorecards

6. **Leave Management**

   The Leave Management is a collection of system functions and processes responsible for tracking, recording, and computing leave credits of employees. Employees can apply for their leaves and monetization via self-service, and these will be approved by their supervisors.

7. **Additional Features**

   These features help to enhance the user experience of the system.
   - Approvals for EBS Mobile App
   - UIS Simplified Home Page

The Financial Management Information System consolidates financial information processed and used by the Accounting, Budget, and Cash Offices across UP and its constituents, as well as employees from other UP units or offices designated as DV Originators and Approvers.

Available Features/Functions

1. **Accounts Payables (AP)**

   This module is 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.

2. **iExpense**

   This is a sub-module of the AP module where liquidations and petty cash replenishments are processed.

3. **Accounts Receivables (AR)**

   This module handles billing, generation of billing statements, collections and receipts generation.

   This module also includes:
   - Customer records management;
   - Recording and tracking of remittances; and
   - The transfer of accounting entries to the GL module.

4. **Cash Management (CM)**

   This module is 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.

5. **Assets**

   This module is for recording and managing fixed assets (PPE) as well as semi-expendable property (ICS).

   This module covers:
   - Recognition of assets from the AP module or from direct entry;
   - Depreciation run;
   - Reclassification of assets;
   - Retirement of assets; and
   - The transfer of accounting entries to the GL module.

6. **General Ledger**

   This module is available for the management of journals, budget allocations and obligations, and financial reporting.

   This module covers:
   - Budget entry;
   - Budget earmarking and obligation;
   - Budget monitoring;
   - Manual journal entries (via Journals or Journal Wizard); and
   - Posting of journal entries from other SPCMIS and FMIS modules.

7. **Supplier Management**

   This facility handles supplier records that are used by the SPCMIS and FMIS modules.

8. **Additional Features**

   These features help to enhance the user experience of the system.
   - Approvals for EBS Mobile App
   - UIS Simplified Home Page

Supplies, Procurement, and Campus Management Information System (SPCMIS)

The Supplies, Procurement, and Campus Management Information System facilitates the University's processes on the procurement of goods and services, equipment, and infrastructure projects. It is also a part of the FMIS. The SPCMIS is for the use of UP's Supply and Procurement Management Office, Accounting Office, and Budget Office personnel, and employees from other units or offices designated as PPMP/PR/RIS/PO Originators and Approvers.

Available Features/Functions

1. **iProcurement**

   This is a web-based shopping system that allows employees to create, manage, and track their own requests.

   This module covers the processing of the following transactions:
   ● Project Procurement Management Plan (PPMP);
   ● Supplemental Project Procurement (SPPMP); and
   ● Purchase Request (PR)

   In this module, the following tasks are also covered:
   ● End users will be able to track the status of their transactions; and
   ● The approvers will be able to generate summary reports and the Annual Procurement Plan from approved PPMPs and/or SPPMPs.

2. **Purchasing**
   This is the application for buyers that streamlines purchase order processing.
   This module covers the following:
   ● Creation of Request for Quotation / Invitation to Bid;
   ● Entry of Quotations / Bids;
   ● Approval of Quotations / Bids;
   ● Generation of the Abstract of Quotations / Abstract of Bids;
   ● Processing of the Agency Purchase Request;
   ● Processing of the Purchase Order (PO);
   ● Closing of approved PRs and POs;
   ● Assignment of buyers;
   ● Monitoring and management of PPMP, PR and PO transactions through the Buyer Work Center;
   ● Generation of summary reports; and
   ● The transfer of accounting entries to the GL module.

3. **Inventory Management**

This module is used in materials tracking. It is a facility to store and transact items.
This module includes:
- Recording of receiving and inspection of items;
- Management of supplies inventory;
- Processing of Requisition and Issuance Slip (RIS);
- Management of iProcurement Stores (Item Management); and
- The transfer of accounting entries to the GL module through the Cost Management SLA responsibility

4. **Additional Features**

These features help to enhance the user experience of the system.
- Approvals for EBS Mobile App
- UIS Simplified Home Page.

Student Academic Information System (SAIS)

The Student Academic Information System is a comprehensive data management system designed to manage student processes and records. SAIS is capable of handling processes that cover the entire student lifecycle: from admission, registration, to enrollment, and then graduation, and alumni tracking.

Available Features/Functions

1. **Student Self-Service**
   This module is used by students for them to update personal information directly online.
   This module covers:
   - Enrollment
   - Viewing academic records
   - Viewing financial accounts details
   - Planning for subsequent semesters
   - Verifying if they meet graduation requirements
   - Managing their alumni contributors

2. **Faculty Self-Service**
   This module is used by faculty for them to update personal information directly online.
   This module includes:
   - Viewing class schedules
   - Viewing class rosters
   - Submitting and approving grades
   - Class attendance
   - Communicating with students under their classes using email notification
   - Gradebook (Test, Quiz, Essay, Reading, and Homework)

3. **Advisor Self-Service**
   This module is used by advisers for them to update personal information directly online.
   This module covers:
   - Advisee roster (List of advisees)
   - Checking of advisee academic progress
   - Administrative enrollment (for changing or correcting of enlistment subjects)
   - Communicating with advisees using email notification

4. **Campus Community**

This module is used for creating the records for individuals and organizations that comprise the University's community.

This module includes:

- Personal Information Management, which covers:
    - Biographical Information
    - Health Data
    - Managing Personal Identification Data
    - Participation Data (an individual's athletic participation, extracurricular activities, honors and awards, licenses, certificates, and memberships)

- Organization Data Management, which covers:
    - Organization's location
    - Departments
    - Contacts data

- Managing Service Indicators, which covers:
    - Positive or negative indicators for an individual's record to identify services that are available for or should be denied from that individual
    - Tagging of holds and student eligibilities
    - Tagging of students as advised and eligible to enroll

5. **Student Admission**

This module is 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.

This module includes:
- Application evaluations
- External test score loading
- Recruitment category assignment
- Application loading from test score data
- Administrative admission

6. **Records and Enrollment**
This module is used for entering, tracking, and processing all of the academic information.
This module includes:
- Administrative enrollment
- Mass/Batch enrollment
- Student grading
- Student data tracking
- Enrollment verifications
- Graduate processing

7. **Curriculum Management**

This module can be used for the following processes:

- Creating new courses/subjects
- Managing classes and class sections (view, create, update, and delete)
- Defining class permissions
- Faculty/Instructor workload (Viewing instructor schedules and assigned classes)
- Viewing class facility usage
- Viewing class rosters
- Managing grade rosters

8. **Reporting Tools**

This module is used for creating and generating all types of reports as long as the data is in the system.

This module covers:
- Grade Roster and Class Roster
- Forms used during enrollment (Form 5, Form 5A, TCG)
- CHED billing
- Enrollment statistics
- Cashier and accounting reports

9. **Student Financials**

This module is used for managing receivables, billing, collections, and cashiering. It can be used for the following processes:

- Calculating and managing student fees and tuition
- Establishing payment plans
- Refunding tuition and fees
- Performing cashiering
- Processing collections

10. **Academic Advisement**

This module is used for tracking students' degree progress. It includes:

- Automated Advising
- Creating what-if scenarios for a student to see what courses they might need to complete a particular major

11. **Additional Features**

- **1st Generation Student and PWD module,** which is a module for data collection for the Times Higher Education (THE) compliance, regarding data on students who are the first generation in their families to attend UP, as well as PWD data.

- **Student internet connectivity module**, which is a module for the OVPAA, for data collection involving the student survey on remote learning assessment for pre-registration/pre-enlistment exercise.

- **Number of semesters left for free higher education** is a functionality for CU operations which includes automatic calculation of semesters left based on the requirement of the CHED for free tuition.

- **Student Evaluation of Teaching (SET) module** is a feature that enables the OVPAA to collect data on students' evaluations.

- **Single Sign-On (SSO)** functionality via UP Mail.

- **SAIS and iAADS+ Integration** for the quality assurance operations of the OVPAA.

- **Buklod: UP Library Services Platform and SAIS API Integration** is a web service in SAIS for checking of student status.

- **New SAIS user interface navigation**

- **FAQ and User Guide + Announcement Module** is a homepage that contains each CU's announcements and also includes FAQ and user guides for SAIS users.

The University also has various other information systems, portals, and applications to serve the needs of its stakeholders.

1. **Document Routing System (DRS)**

   This is an online service that can be used by UP faculty and staff to transmit and track documents across the UP System. It tracks documents by setting a tracking number for each document, and by creating a document trail which starts from the originating office followed by the offices which it has been passed to.

   ● **Document Routing System (DRS) Tracer**

     This is an online service that can be used by any UP Mail account user in tracking documents transmitted across the UP System using the DRS.

2. **Student Learning Assistance System (SLAS) Online**

   This is an online portal for facilitating the submission of applications of UP students for financial and learning assistance programs.

3. **UP College Admissions Online Portals**

   ● **UP College Admissions Online Application (Forms 1 and 2B)**

     This is an online portal for facilitating the online submission of UPCA/T Forms 1 (Personal Data Sheet) and 2B (Secondary School Record) for the college applications of high school students who are applying for UP freshman admissions.

   ● **UP College Application Form 2A (Form 2A)**

     This is an online portal for facilitating the online submission of UPCA/T Form 2A (High School Profile) of high schools with students applying for UP freshman admissions.

   ● **UPCA/T Application Status**

     This is an online portal for viewing the college application results of UPCA/T applicants.

   ● **UPCA/T Acceptance Confirmation**

     This is an online portal for confirmation of admission offers given to the UPCA/T qualifiers.

   ● **DiWA Portal**

     This is an online portal for facilitating the submission of preferred degree programs and appeals of eligible UPCA/T applicants, accessing the results of the submitted applications and appeals, and confirmation of admission slot for those who are successful and given an offer in a degree program with available slot.

   ● **DiWA Dashboard**

     This is an online portal for processing the degree program choices and appeals submitted by the waitlisted, DPWAS and other eligible UPCA/T applicants.

4. **Internal Academic Assessment and Development System (iAADS)**

This is an online portal for facilitating the internal academic self-assessment of the core academic functions of UP degree-granting units.

- **iAADS Mapping Tool (IMT)**

  This is an online service created for OVPAA that allows authorized users to update the mapping of academic degree-granting units available in the iAADS Portal.

5. **Academic Data Collection Portal (ADCP)**

This is 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).

6. **Faculty Regent Electronic Voting System (FREVS)**

This is an electronic platform for facilitating the online voting of faculty members qualified to participate in the Faculty Regent selection process.

7. **Staff Regent Electronic Voting System (SREVS)**

This is an electronic platform for facilitating the online voting of REPS and administrative staff qualified to participate in the Staff Regent selection process.

8. **Give to UP**

This is the online donation portal of UP for receiving pledges and donations for different campaigns of the University.

9. **UP Press Online Store**

This is an online store for books sold by the UP Press that allows customers to browse and order their books online.

10. **Alumni Email Registration (AER) Form**

This is an online platform for facilitating the submission and processing of requests of UP alumni for alumni email accounts.

11. **Alumni Profile Updating (APU) System**

This is an online platform for updating the profile of alumni in the alumni database, using the UP alumni email accounts.

12. **Alumni Dashboard (AD)**

This is an online portal for the UP System Office of Alumni Relations (OAR) that provides the capability to upload alumni data and perform both basic and advanced search for alumni records. This is also accessible to the Constituent Universities' Office of the University Registrar (OURs) and their respective OARs. CU OURs can search and upload lists of graduates every semester, while CU OARs can search and update alumni records.

13. **Performance-Based-Bonus - Performance Measures Online (PBB-PM Online)**

This is an online platform for facilitating the submission of data and the generation of reports needed for the PBB of the UP System.

14. **Events Management System (EMS)**

This is an online platform for facilitating the issuance of certificates for attendees of ITDC webinars and the submission of their evaluation forms for attended webinars.

- **EMS Certificate Verification Portal (CVP)**

  This is an online service created for verifying certificates issued to the attendees of the ITDC webinars through the EMS.