University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Add/Update Civil Service Eligibility

1. Pre requisite
   - UP mail account (requested from OVPA/HRIS Team)
   - Person Record

2. Log in to https://uis.up.edu.ph
   - Enter UIS credentials (username and password) > Login button

3. UIS Home Page > Main Menu
   - UP Employee Self Service > Employee Information > Education and Eligibility > Civil Service Eligibility

4. Civil Service Eligibility: Special Information

   Add Civil Service Eligibility
   - Click the Add/Update button
   - Fill up all text fields especially * indicate field
   - Click the Apply button

5. Review.

   Civil Service Eligibility: Review
      Note: Review your changes once all information are correct.
   - Click the Submit button

   Confirmation
      Note: Your changes have been submitted for HRDO verification.
   - Click the Home button