University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Add/Update Voluntary Work/Involvement

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

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

3. UIS Home Page > Main Menu
   o UP Employee Self Service > Employee Information > Employment > Voluntary Work/Involvement

4. Voluntary Work/Involvement: Special Information

   Add Voluntary Work
   o Click the Add/Update button
   o Fill up all text fields especially * indicate field
   o Click the Apply button

5. Review.

   Voluntary Work/Involvement: Review
   Note: Review your changes once all information are correct.
   o Click the Submit button

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