



QUICK GUIDE

Add/Update Other Special Information

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 > Other Information > Other Special Information

4. Special Information Types: Special Information

Add Character Reference

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

Add Membership in Association/Org

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

Add Non Academic Distinction/Recog

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

Add Physical Characteristic

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

Add Special Skills/Hobbies

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



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5. Review.

Special Information Types: 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