



QUICK GUIDE

Approval of Target Setting IPCR

a. Log in to <https://uis.up.edu.ph>

1. Enter UIS credentials (username and password) > Login button.

b. Approval

1. There will be a notification in the home worklist once the supervisor chooses to **Approve, Modify** or **Reject**.

a.) If approved, the target setting will be in place subject to appraisal.

b.) If modified, the target setting will be accompanied with comments for modification.

c.) If rejected, the target setting will be reset and you must redo the process.