



QUICK GUIDE

Approval of Target Setting OPCR

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.