QUICK GUIDE

Certificate of Assumption of Duty

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

2. UIS Home Page > Main Menu
   o UP Employee Self Service>Employee Submissions/Request>UP Forms >Certificate of Assumption of Duty

3. Certificate of Assumption of Duty
   o Fill up text fields (Note: * - Required field)
     -Assignment
       o Click the magnifying glass and click Go button Select Assignment.
     -Effective Date (of Assumption to Duty)
     -Certification Type
       o Click the magnifying glass and click Go button Select Certification Type
   o Click Continue button

4. Schedule Request: Review
   o Click Submit button

   Confirmation
       Note: Your request for UP HR Certification of Assumption to Duty has been scheduled. The Request ID is 5XXXXX

   o Click Ok button

5. Requests

   Requests Summary Table
       o Click the Refresh button until the Phase becomes Completed and the Status becomes Normal.
       o Click Output icon to view the report