



QUICK GUIDE

SPMS Creation of Performance Plan

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

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

b) **UIS Home Page > Main Menu**

1. Select **UP HRIS Technical Support>Career Management>Performance Management Plans.**
2. Once in the Career Management Plan window, select create
3. Fill out the necessary details
4. Review and Submit.

c) **Workflow Review**

1. Once done, the workflow will continue to process the submitted PMP and just needs to be waited to finish

Confirmation

Note: The Performance Management Plan cannot be deleted upon publishing so make sure that everything written is correct.