University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Generate Asset Accountability

1. Pre requisite
    o UP mail account (requested from OVPA/HRIS Team)
    o Person Record

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

3. UIS Home Page > Main Menu
    o UP Employee Self Service > Employee Information > Other Information >
    Assets Accountability

4. Schedule Request: Define
    o Fill up all text fields especially * indicate field
    o Click the Continue button

5. Review.

    Schedule Request: Review
    Note: Review your changes once all information are correct.
    o Click the Submit button

    Confirmation
    Note: Your request for UP Property Accountability Report has been
    scheduled. The Request ID is (eg. 1234567)
    o Click the Ok button

6. Request.
    o Click the Output icon on the Request Summary Table
    o Print the file