University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Oath of Office

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>Oath of Office

3. Oath of Office
   o Fill up text fields (Note: * - Required field)
     -Assignment
       o Click the magnifying glass and click Go button Select Assignment.
   o Click Continue button

4. Schedule Request: Review
   o Click Submit button

   Confirmation
      Note: Your request for UP HR Oath of Office 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