QUICK GUIDE

Personal Data Sheet

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 > Personal Data Sheet

3. Personal Data Sheet
   o Click Continue button

4. Schedule Request: Review
   o Click Submit button

   Confirmation
   Note: Your request for UP HR PDS Print 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