University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Print Notification of Approval (ATF)

1. Pre requisite
   o UP mail account (requested from OVPA/HRIS Team)
   o Person Record
   o Approved by the approvers
   o Sequence Number
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 Authority to Fill/Hire > Authority to Fill (For Permanent Positions) >
   Print Notification of Approval (ATF)

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 Authority to Fill Summary 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