



## QUICK GUIDE

### Print Approved COS

1. **Log in to <https://uis.up.edu.ph>**
  - Enter UIS credentials (username and password) > Login button
2. **UIS Home Page > Main Menu**
  - UP Employee Self Service > Employee Submissions/Request > Certificate of Service > Print Approved COS
3. **Print Approved COS**
  - Fill up text fields (Note: \* - Required field)
    - Position
      - Click the magnifying glass and click Go button Select Position.

Note: If the end-user has multiple positions. He/she should select the necessary combination to generate an accurate report.

- Start Date
  - End Date
  - Click Continue button
4. **Schedule Request: Review**
    - Click Submit button

#### Confirmation

Note: Your request for UP HR Certificate of Service has been scheduled.  
The Request ID is 5XXXXX

- Click Ok button

#### 5. Requests

##### Requests Summary Table

- Click the Refresh button until the Phase becomes Completed and the Status becomes Normal.
- Click Output icon to view the report