University of the Philippines
Diliman, Quezon City

QUICK GUIDE

View Request for Certificates and Service Record

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 Submission/ Requests> Request for Certificates and Service Record

3. View Request for Certificates and Service Record
   o Click Add button tab

      - Click the magnifying glass and click go button then select Quick Select Type
      - Purpose
      - Click Apply