University of the Philippines
Diliman, Quezon City

QUICK GUIDE

SPMS Creation of Performance Plan

a) Log in to https://uis.up.edu.ph
   1. Enter UIS credentials (username and password) > Login button.

b) UIS Home Page > Main Menu
   1. Select **UP HRIS Technical Support>Career Management>Performance Management Plans.**
   2. Once in the Career Management Plan window, select the disabled PMP.
   3. Check for the inactive PMP.
   4. Select **Inactive – Publish** to active the PMP
   5. Wait for the workflow to finish

   Confirmation
       Note: The Performance Management Plan cannot be deleted upon publishing so make sure that everything written is correct.