QUICK GUIDE

Submit Public Service

1. Pre requisite
   - UP mail account (requested from OVPA/HRIS Team)
   - Person Record

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

3. UIS Home Page > Main Menu
   - UP Employee Self Service > Public Service > Submit Public Service

4. Public Service Summary Page

   Add Public Service
   - Click the Add/Update button
   - Fill up all text fields especially * indicate field
   - Click the Next button

5. Review.

   Details: Review
     Note: Review your changes once all information are correct.
   - Click the Submit button

   Confirmation
     Note: Your Public Service is submitted for supervisor's approval. Thank you.
   - Click the Ok button