



QUICK GUIDE

Submit Authority to Fill

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 Authority to Fill/Hire > Authority to Fill (For Permanent Positions) > Submit Authority to Fill

4. Submit Authority to Fill: Special Information

Add Authority to Fill

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

5. Review.

Submit Authority to Fill: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

Confirmation

Note: Your Authority to fill has been submitted for supervisor's approval.

- Click the Home button