



QUICK GUIDE

Submit Authority to Hire ICS/COS

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 Hire (For ICS/ Contract of Service > Submit Authority to Hire ICS

4. Submit Authority to Hire ICS: Special Information

Add Authority to Hire ICS

- Click Add button
- Fill up text fields (Note: * - Required field)
 - Nature of Contract
 - Click the magnifying glass and click Go button Select a Nature of Contract (Original, Reclassification, Renewal, Replacement)
 - Type of Contract
 - Click the magnifying glass and click Go button Select a Type of Contract (MOOE, Project Based)
 - Position to be Hired
 - Rate
 - Premium Rate
 - Rate Basis
 - Click the magnifying glass and click Go button Select a Rate Basis (Daily, Hourly, Monthly)
 - Date of Vacancy, if replacement
 - Reason for Vacancy
 - Click the magnifying glass and click Go button Select a Reason (Death, Employee Transfer, End Term, Resignation)
 - Funding Source
 - Start Date
 - End Date
 - Brief Justification
 - Remarks
- Click Apply button
- Click Next button

5. Review.

Submit Authority to Hire ICS: Review



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

- Click the Submit button

Confirmation

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

- Click the Home button