



QUICK GUIDE

Submit COS

1. Log in to <https://uis.up.edu.ph>

- Enter UIS credentials (username and password) > Login button

2. UIS Home Page > Main Menu

- UP Employee Self Service > Employee Submissions/Request > Certificate of Service > Submit COS

3. Submit COS

- Click Add button
- Fill up text fields (Note: * - Required field)
 - Start Date
 - End Date
 - Position
 - Click the magnifying glass and click Go button Select Position
 - Activities other than Teaching such as Research, etc. (Activity 1
 - No. of hours per week 1
 - Activity 2
 - No. of hours per week 2
 - Activity 3
 - No. of hours per week 3
 - Activity 4
 - No. of hours per week 4
 - Activity 5
 - No. of hours per week 5
 - Except (Absence Date)
- Click Apply button
- Click Next button

4. Review

- Click Submit button

Confirmation

Note: Your Certificate of Service is submitted for supervisor's approval.