



QUICK GUIDE

Submit HR Feedback

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 Submission/Request> HR Feedback

3. Submit HR Feedback

- Click Add button
- Fill up text fields (Note: * - Required field)
 - Type
 - Click the magnifying glass and click Go button Select Type
 - Employee
 - Click the magnifying glass and click Go button Select Employee Name
 - Office
 - Subject
 - Comment 1
 - Comment 2
- Click Apply button
- Click Next button

4. Review

- Click Submit button

Confirmation

Note: Your HR Feedback is submitted for supervisor's approval.