



QUICK GUIDE

Submit LPP

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/Requests > Limited Practice of Profession > Submit LPP

3. Submit LPP

- Click Add button
- Fill up text fields (Note: * - Required field)
 - Position
 - Click the magnifying glass and click Go button Select Assignment Position
 - Type
 - Click the magnifying glass and click Go button Select Type
 - Start Date
 - End Date
 - Category of limited Practice
 - Click the magnifying glass and click Go button Select Category of limited Practice
 - Others (please specify)
 - A. Background/Nature. Explain how it will enhance services to the University
 - B. Time Involvement. Approx. no of hrs.to be spent in LPP or time schedule
 - C. Where LPP will be done. State the name of the organization, if any
 - Remarks
- Click Apply button
- Click Next button

4. Review

- Click Submit button

Confirmation

Note: Your Limited Practice of Profession is submitted for supervisor's approval.