University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Summary of Approved ATF

1. Pre requisite
   o UP mail account (requested from OVPA/HRIS Team)
   o Person Record
   o Approved by the approvers

2. Log in to https://uis.up.edu.ph
   o Enter UIS credentials (username and password) > Login button

3. UIS Home Page > Main Menu
   o UP Authority to Fill/Hire > Authority to Fill (For Permanent Positions) > Summary of Approved ATF

4. Schedule Request: Define
   o Fill up all text fields especially * indicate field
   o Click the Continue button

5. Review.

   Schedule Request: Review
        Note: Review your changes once all information are correct.
   o Click the Submit button

   Confirmation
        Note: Your request for UP Authority to Fill Summary Report has been scheduled. The Request ID is (eg. 1234567)
   o Click the Ok button