



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

26 November 2021

MEMORANDUM CCDP 2021-395

TO : The Deans, Directors, and Heads of Units  
Administrative Officers  
All concerned

SUBJECT : **Updating of Employees Information in HRIS**

---

In line with our efforts for UP Manila digital transformation, we have recently coordinated our IT-related undertakings with the UP Information Technology Development Center (UP-ITDC) under the Office of the Vice President for Development. ITDC has recently provided useful updates on the available features of FMIS/SPCMIS, HRIS, SAIS and other UP Information System as well as the UIS Integration.

For our purpose, everyone is enjoined to utilize the modules that are going to be useful to all employees and will speed up the updating of the HRIS data of colleges and units, specifically the **Self-Service Module** and the **SPMS Module within the HRIS** which may be accessed through this link: <https://uis.upm.edu.ph>

1. In the **Self-Service Module**, employees should update their information, specifically:
  - a. Personal Information
  - b. Publication, Research, Creative Work and other Scholarly work
  - c. Public Service
  - d. Personal Data Sheet

Everyone is also reminded that the following requests should be coursed through HRIS:

- a. Certificate of Service
  - b. Request for Limited Practice of Profession
  - c. Request for Local Travel
  - d. Request for International Travel
  - e. Updating of SALN
  - f. Requests for employment documents from HRDO (service record, certificate of employment, among others)
2. The **SPMS Module** includes IPCRs, SPMS being the performance and evaluation system which is implemented by the Civil Service Commission. Please note that IPCRs and OPCR are submitted through the SPMS also within the HRIS.

All employees (Faculty, REPS, administrative staff) must complete employee information in HRIS **on or before December 31, 2021**. The updating of personnel data will be helpful not only to the HRDO on their reportorial functions and to the Administration for their policy decisions but most importantly, it is useful to the employees themselves as it will be a repository of their research, publication, public service and other scholarly works which will come in handy whenever they apply for promotion, for scientific productivity, etc .

The Administrative Officers are requested to monitor the compliance of employees in their respective units.

For inquiries, please email any of the following: HRDO Director Richard Javier ([rsjavier@up.edu.ph](mailto:rsjavier@up.edu.ph)), Ms Loudelle Arellano of HRDO ([lsarellano@up.edu.ph](mailto:lsarellano@up.edu.ph)), IMS Director Geoffrey Solano ([gasolano@up.edu.ph](mailto:gasolano@up.edu.ph)), Ms. Lorina Alcid ([ltalcid@up.edu.ph](mailto:ltalcid@up.edu.ph)) of IMS or the OVCA ([upm-ovca@up.edu.ph](mailto:upm-ovca@up.edu.ph)).

For strict compliance.



Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor

