



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

19 June 2023

MEMORANDUM NO. CCDP 2023- 176

TO : Deans, Directors, Heads of Units and Offices


ATTENTION : The Administrative Officers

SUBJECT : **Implementation of UIS Leave Management System**

In line with the digital transformation of the University's processes, all Administrative Officers and designated HRDO personnel are directed to use the UIS Leave Management System in filing the applications for leaves of absences. The Personnel Data Tracking System (PDTs) will no longer be accessible **effective 16 June 2023**.

The Human Resource Development Office and the Information Management Service will conduct a user training **via Zoom on 23 June 2023 from 1:00 to 4:00 pm**. A maximum of two (2) representatives from your college or unit are requested to attend this orientation training. Please register using this link <https://up-edu.zoom.us/meeting/register/tJwkcequqD0uHN1sxfQz6djyEom1QE0Lmjg> to receive the Zoom meeting details.

For your information and guidance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 