



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center
8th Floor, PGH Building, Taft Avenue, Manila

HUMAN RESOURCE DEVELOPMENT OFFICE
Central Administration

12 August 2024

HRDO ADVISORY NO: HR24-019

TO : **The Deans, Directors, and Heads of Units/Colleges**

ATTENTION : Supervising Administrative Officer/Administrative Officer
Research, Extension, and Professional Staff (REPS)

SUBJECT : **Submission of List of Research, Extension, and Professional Staff (REPS) who will use the COS or the DTR**

Attached is the [approved letter request](#) of the **Research, Extension and Professional Staff Association (REPSA)** on the **Use of Certificate of Service (COS)** as the **basis of work attendance** among Research, Extension and Professional Staff (REPS) doing research and extension and those whose functions require them to report to work on an irregular schedule, subject to **pre-identification by the Deans/Directors/Heads** of different Units/Colleges.

In line with this, the HRDO is requesting the Units and Colleges to submit the **list of REPS** who will use (1) the COS or (2) the daily time record (DTR) as the basis of work attendance. Kindly submit the requested list to the HRDO at upm-hrdo@up.edu.ph, using this [template](#), on or before **28 August 2024**. The use of COS among REPS doing research and extension work and those whose functions require them to report to work on an irregular schedule shall take effect starting **01 September 2024**.

For guidance on how to generate the COS via the University Information System (UIS), kindly refer to the HRDO video tutorial through these links:

(1) Filing-out of COS: <https://www.youtube.com/watch?v=b4uvhfDI3Ts&t=3s>


(2) Printing of COS: <https://www.youtube.com/watch?v=fFILESKSx10>

If you have any questions or require further clarification, you may contact the HRDO at 8814-1227 to 229 or at the email address provided above.

For the information, guidance, and compliance of all concerned. Thank you.


MICHAEL ANTONIO F. MENDOZA, DDM, MA
HRDO Director

Approved by:


LESLIE MICHELLE M. DALMACIO, PhD
Vice Chancellor for Research
Chair, UPM REPS Personnel and Fellowship Committee (RPFC)