



18 November 2024

HRDO ADVISORY NO. HR24-032

TO : All Concerned UP Manila Employees
THROUGH : The Deans/Directors/Heads of Units and Offices
SUBJECT : **Reiteration on the Discontinuation of Utilization of the University Information System (UIS) for HRIS and FMIS related transactions**

In line with the HRDO Advisory No. HR24-029 regarding the discontinuation of the University Information System (UIS) issued last November 14, 2024, all Human Resource Information System (HRIS) and Financial Management Information System (FMIS) transactions processed in the UIS listed below will revert to manual processing until further notice, except for those transactions already in [Time-based and Unified Granting of Needed](#) (TUGON) services and Online Recording of Attendance System (ORAS):

- Authority to Fill (ATF)
- Authority to Hire (ATH)
- Request for Leave Application
- Request for Travel Authority (*local and international*)
- Request for Limited Practice of Profession (LPP)
- Request for Certificate of Employment
- Request for Service Record
- Request for Certificate of Service
- Creation of Disbursement Voucher
- and any other HRIS/FMIS transactions

Requests for UIS accounts for new hires are likewise suspended until the HRIS and FMIS transactions are transitioned to TUGON, ORAS, Personnel Unified System Outlook (PUSO) and Budget Utilization and Liquidation System and Analytics (BULSA). Appropriate advisories for each platform will be issued soon by the appropriate offices.

For your information and guidance.

Thank you.


MICHAEL ANTONIO F. MENDOZA, DDM, MA
Director, HRDO

Approved by:


JOHANNA PATRICIA D. ADEVOSO-CAÑAL, MD, MHA, MSc
Vice Chancellor for Administration and Finance