



Human Resource Development Office
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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HRDO ADVISORY NO: HR24-029

TO : **All UP Manila Employees**
THROUGH : Deans/Directors/Heads of Units
SUBJECT : **Discontinuation of UIS utilization**


In preparation of the discontinuation of University Information System (UIS) utilization on **November 14, 2024**, we strongly encourage you to download all the necessary information such as leave credits, payslips, Certificate of Service (COS), Statement of Assets and Liabilities (SALN), and Individual Performance Commitment Review (IPCR).

In addition, you may revert to manual application of Authority to Fill (ATF) and Authority to Hire (ATH) starting today.

For guidance and compliance.


MICHAEL ANTONIO F. MENDOZA, DDM, MA
Director

Approved by:


JOHANNA PATRICIA A. CAÑAL, MD, MHA, MSc
Vice Chancellor for Administrative and Finance