



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

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines  
Tel. (632) 8141 loc 227 to 229 | Email: upm-hrdo@up.edu.ph

08 January 2025

**HRDO ADVISORY NO: HR25-002**

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

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

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

In compliance with [MEMORANDUM NO. CMLT-2024-340](#) mandating the use of the **Online Recording of Attendance System (ORAS)** for submitting the **Certificate of Service (CoS)**, the Human Resource Development Office (HRDO) requests all Units and Colleges to provide an **updated list** of Research, Extension, and Professional Staff (REPS) indicating their basis for work attendance: **(1) Certificate of Service (CoS)** or **(2) Daily Time Record (DTR)**. The submission must also include the designated approvers for each REPS who will be using the COS as basis of work attendance.


This updated list, including Job Order (JO) and Contract of Service (COS) staff, will be forwarded to the Information Management Service (IMS) to update account information and approvers in the ORAS. Kindly submit the requested list to the HRDO at [upm-hrdo@up.edu.ph](mailto:upm-hrdo@up.edu.ph), using this [template](#), on or before **17 January 2025**.

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

This is for the information, guidance, and compliance of all concerned. Thank you.

For:   
**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)