

UNIVERSITY INFORMATION SYSTEMS

Starting out as a project in 2011, the UP Information Systems, which include the Human Resource Information System, The Financial Management Information System, the Supplies, Procurement, and Campus Management Information System, the Student Academic Information System, and the Executive Information System, form a robust data network that can be accessed anytime, anywhere, as long as internet connectivity is available. These systems give much-needed support to the administration in making timely decisions for the benefit of the University's stakeholders, as well as for easier data collection about our students, faculty, staff, and alumni.



The **Human Resource Information System (HRIS)** The Human Resource Information System (HRIS) is geared toward improving the University's processes relating to Human Resources (HR) Management. With 12,000 plus employees, the efficient management of data is unsurprisingly a challenge, more so, a necessity. This is hence the end to which HRIS is aimed at. With the development and implementation of HRIS, HRDOs across UP CUs now have a common and standard platform to record, store, process and maintain human resources information. As a platform now housing such vast volume of data on UP's Human Resources, HRIS has also become the tool for the University's administration, particularly its HRDOs in improving how HR processes are delivered.

Through HRIS, processes covering the following have hence been made available online:

1. HUMAN RESOURCES MODULE (by HRDOs)
 - a. HR Data Management
 - b. Generation of HR Reports
2. SELF SERVICE MODULE
 - a. Viewing and Updating of Personal and Employment Information
 - i. Updating of Person Record such as Address, Contact Numbers, Contact Persons, Membership in Organizations, Awards, Character References, etc.
 - ii. Updating of Education, Eligibility and Training
 - iii. Viewing of Government Legislative Information
 - iv. Viewing of Assignment/Appointment History
 - b. Submission and Approval of Individual and Institutional Public Service
 - c. Submission and Approval of Publications, Research, Creative Works, and other Scholarly Works
 - d. Submission, Approval and Printing of Limited Practice of Profession
 - e. Submission, Approval and Printing of Certificate of Service
 - f. Submission and Approval of Local Travel
 - g. Submission and Approval of International Travel

- h. Submission and Printing of SALN
- i. Submission and Approval of Authority to Fill (ATF)
- j. Submission and Approval of Authority to Hire - UP Contractual (ATH)
- k. Request for Certificates, Service Records and others
- l. Printing of UP Forms (eg. Oath of Office and Certificate of Assumption of Duty)
- m. Submission of HR Feedback
3. PERFORMANCE MANAGEMENT MODULE
 - a. Submission and Approval of Targets (APCR, OPCR, and IPCR)
 - b. Recording of Coaching and Monitoring Information
 - c. Submission and Approval of Accomplishments during Appraisal (APCR, OPCR, and IPCR)
 - d. Printing of the APCR, OPCR, IPCR, OCMJ, ICMJ, Staff Development Plan, and other SPMS Reports
4. PAYROLL
 - a. Payroll of UPS ICS and Scholars
 - b. Payroll of UPM Employees
 - i. Viewing of Pay Slip
5. GENERATION OF REPORTS (by HRDOs)
 - a. Status Reports (eg. ATF, ATH, etc.)
 - b. CS Forms 33-A and 33-B
 - c. Appointment Forms (eg. NAPA, NATA, etc.)
 - d. CSC Reports (eg. Report on Accession, Summary List of SALN, etc.)



The **Financial Management Information System (FMIS)** automates the financial processes of the University. These processes include recording, verifying and consolidating the University's transactions that affect revenues, expenditures, assets and liabilities. The FMIS is for the use of Accounting Office, Budget Office, and Cash Office personnel, and employees from other units or offices designated as DV Originators and Approvers.

To date, FMIS has five (5) operational modules, namely:

- Accounts Payables for processing of disbursement vouchers, cash advances and liquidations, and payments;
- Accounts Receivables for handling billing statements, statement of accounts, collections and receipt generation;
- Cash Management for recording and managing bank details (e.g. banks, branches and accounts);
- Assets Module for recording and managing fixed assets (PPE) and semi-expendable property (ICS items); and
- General Ledger for management of journals, budget allocations and obligations and financial reporting.



The **Supplies, Procurement, and Campus Management Information System (SPCMIS)** automates the University's processes on the procurement of goods and services, equipment, and infrastructure projects. SPCMIS is for the use of Supply and Procurement Management Office, Accounting Office and Budget Office personnel, and employees from other units or offices designated as PPMP/PR/RIS/PO Originators and Approvers.

SPCMIS has three (3) operational modules, namely:

- iProcurement which covers procurement planning through the processing of Project Procurement Management Plans (PPMPs) and this module also facilitates processing of Purchase Requests;
- CPurchasing for processing of Purchase Orders; and
- Inventory for receiving of procured items, recording, releasing and management of common-use items / supplies.

The SPCMIS is part of the FMIS. The Purchasing module is integrated with the FMIS such that purchase orders may be matched to disbursement vouchers for processing of payment in the Accounts Payables module. Receiving of items in the Inventory module, as well as the release of items, generates accounting entries which are captured by the FMIS General Ledger module.



The **Student Academic Information System (SAIS)** is a comprehensive data management system designed to manage student processes and records. SAIS is capable of handling processes that cover the entire student lifecycle: from admission, registration, to enrollment to graduation and alumni tracking. The system is also capable of obtaining, processing, retrieving, and updating student, faculty, and alumni information, as well as academic master data such as curricula and course information. As one of the core information systems, SAIS will eventually be integrated with other systems, including the Human Resource Information System (HRIS), Financial Management Information System (FMIS), iLib, UPCAT, ST, and Learning Management System. This integration will be implemented as soon as the data of the other systems are completed and made available.

To date, SAIS has the following operational modules:

- Self-Service for students and faculty

- Campus Community
- Records and Enrollment for students, faculty, and staff
- Curriculum Management
- Student Financials



The **Executive Information System (EIS)** will consolidate the data from all the core information systems (HRIS, FMIS, SPCMIS, and SAIS) in one data warehouse. The EIS will be able to give access to accurate and real-time information to the University's administrators. From all this data, EIS can generate interactive reports needed for performance evaluation and decision-making. The EIS is composed of the Financial Analytics, the Human Resource Analytics, and Student Information Analytics. It also consolidates information from the Socialized Tuition (ST) System, with an ST Dashboard.

HEMGROWN SYSTEMS

Aside from the five core information systems, the UIS developed and continues to create homegrown systems designed to address very specific needs that the University has. These homegrown systems include:

- [ST Online - Socialised Tuition System](#)
- [UPCAT Online](#)
- [Give to UP](#)
- [FREVS - Faculty Regent Election Voting System](#) (only active on election period)
- [Document Tracking System](#)