Instructions to accomplish the UP Faculty Profile Data Collection
For AY 2015-2016 First Semester/Trimester:

A. For the Deans/Directors/Chairpersons:

   Please designate a staff member to encode your Unit's faculty profile.

B. For the Designated Encoder:

   Step 1: If you forgot or you do not have your previous year's UP Faculty Profile user name and password, click mouse **here** to request for it.

   Step 2: Click mouse **here** to read/download the 2015 User's Guide.

   Step 3: Update your Unit's Faculty Profile with data from the following:

   a. official workload within your Unit (exclude load outside) for the First Semester/Trimester of AY 2015-2016

   b. personal information, academic degrees earned and profile information (data as of October 31, 2015)

   Please complete and finalize all entries **on or before January 08, 2016**.

   If you have questions, please send them to sysbudget@up.edu.ph.

   THANK YOU VERY MUCH!