



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

30 May 2023

MEMORANDUM NO. 078
Series of 2023

TO : **All Concerned**
(Through your respective unit heads)

SUBJECT : **Implementation of the Scholarly Outputs Module in the UPLB Online Output Reporting System (ORS)**

Starting 15 June 2023, all faculty members, REPS, and staff should input their scholarly outputs in the UPLB Online Output Reporting System (ORS). The UPLB ORS strives to offer UPLB employees a streamlined method for registering their scholarly outputs, which can then be utilized for various purposes such as Faculty/REPS Service Records, Faculty/REPS Merit Promotion, and other reports and systems that require this information. This ensures a convenient and efficient process for employees to manage their scholarly outputs and fulfill their reporting obligations.

Below are the guidelines to start using the UPLB ORS:

For Faculty/REPS/Staff

1. All current faculty members, REPS, and staff are already registered automatically. To access the system, you may log in at <https://ors.uplb.edu.ph> using your UP Mail.
2. If you don't have an account yet or are unable to log in, please submit your account request by uploading it through <https://bit.ly/ors-account-request>.
3. Once you can log in, you can begin entering your outputs starting from January 2023 onwards. Please remember that only outputs registered in the ORS will be credited in the next Faculty/REPS Service Records (FSR/RSR) submission.

For R&E Coordinators

1. To update the roles of unit and college R&E Coordinators, a signed authorization letter from the Dean is required. Please upload the signed authorization letter through <https://bit.ly/ors-account-request>.
2. Please take note of the access privileges for R&E coordinators:
 - Unit/Institute/Department R&E Coordinators as Unit Administrators:
 - Approve (first level) the outputs submitted by faculty, REPS, and/or staff within their respective unit.
 - View outputs of faculty, REPS, and/or staff under their unit.
 - College R&E Coordinators as College Overseers:
 - View outputs of faculty, REPS, and/or staff under their college.
 - OVCRE Administrators:
 - Approve (last level) the outputs forwarded by the units.
 - View outputs of all faculty, REPS, and/or staff.

User guides and video tutorials will be released through the ORS in the coming days. If you have any inquiries, please upload them through <https://bit.ly/ors-helpdesk>.

Please be guided accordingly.



ROLANDO T. BELLO
Vice Chancellor for Administration
and Officer-in-Charge 