


**Memorandum No. JFA-2023-003**

**TO :** DEANS, COLLEGE SECRETARIES, AND HEADS OF UNITS  
STUDENTS  
UP Diliman

**FROM :**   
JERWIN F. ACPA  
Vice Chancellor for Student Affairs

**SUBJECT :** Student and Graduate Assistantship Program for AY 2023 – 2024

**DATE :** 28 September 2023

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The application for student and graduate assistants for Academic Year 2023 – 2024 is now open until 15 October 2023. SAGA program will close after this period to give way for the processing of applications and appointment papers.

In view of the approved budget, all applications will be accommodated on a first-come-first-served basis. All SAGA appointments will be charged to the approved PS Lump Sum for AY 2023-2024.

Hiring and processing of salary for Non-UP Funded Projects will not be part of the standard SAGA Program; instead they will follow the non-UP Funded Projects processing procedure.

Units may submit applications for SAGA with the scanned copies of the following **duly signed** requirements (all in PDF format) to the Office of Scholarships and Grants via email at [osgsaga.upd@up.edu.ph](mailto:osgsaga.upd@up.edu.ph). SAGA updated forms are available on this [link](#).

1. Basic Paper (stamped with DTS)
2. Validated Form 5 (must be enrolled in at least 3 units)
3. Grades of the previous semester (no Grade of 5.0 or Fail)
4. Photocopy of the Student's ATM with Land Bank (Front only)
5. Work Schedule
6. Work Plan

At the end of every month, units are advised to prepare the following documents to process the vouchers for the SAGA compensation based on earned hourly rates through BULSA:

1. Copy of approved temporary appointment.
2. Daily Time Record (wet signed)

We wish to remind the administrative officers/supervisors to process their appointment papers **prior** to asking them to report for duty and be mindful to facilitate their payroll vouchers at the end of each month so it could support their financial needs while studying. We strongly discourage the practice of compensating the SAGA long after they have performed their work.

For your compliance and guidance.