


**Memorandum No. JFA-2023-004**

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

**From :**   
JERWIN F. AGPAOA  
Vice Chancellor for Student Affairs

**Subject :** Second and Final Call for Applications  
Student and Graduate Assistantship Program for  
AY 2023 - 2024, 1<sup>st</sup> semester

**Date :** 23 October 2023

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In reference to the Memorandum No. JFA-2023-003 and in response to requests of various units for the extension of the application period for the Student and Graduate Assistantship Program, this is to hereby announce the final call for applications and deadline of submissions for Student and Graduate Assistant in the 1<sup>st</sup> semester on **31 October 2023**.

This is to accommodate filing of applications of units who have missed the first application deadline and provide ample time for student applicants and hiring offices to complete the requirements. The SAGA program will close the application after this deadline for evaluation and processing of applications.

Please be reminded that all SAGA items are pooled and funded by the University, and applications will be processed on a first come first served basis with no cost to the hiring units for the services rendered by the students.

Units may download the forms via this [link](#) and submit the applications to [osgsaga.upd@up.edu.ph](mailto:osgsaga.upd@up.edu.ph).

For your information and guidance.