


Memorandum No. JFA-2024-001

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

FROM : 
JERWIN F. AGPAOA
Vice Chancellor for Student Affairs

SUBJECT : Application for Student and Graduate Assistantship (SAGA)
Program for AY 2023-2024, 2nd Semester

Date : 24 January 2024

Please be informed that the application for the Student and Graduate Assistantship (SAGA) program for the 2nd semester of AY 2023-2024 will be accepted starting 1 February 2024 until 15 February 2024. Beyond this schedule, the SAGA program will pause accepting applications to give way for the processing of received 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 Lumpsum for AY 2023-2024.

Units are advised to submit the following duly signed application documents (in separate PDF format) to the Office of Scholarships and Grants via bit.ly/2324SAGAapp2.

1. Basic Paper (with DRS)
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 shall process the vouchers for the SAGA compensation of the students based on earned hourly rates through BULSA, attaching the following documents:

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

Further, Administrative Officers/Supervisors are reminded to process the student's 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. It is strongly discouraged to compensate the students long after they have performed their work.

Lastly, hiring and processing of salary for Non-UP Funded Projects are not covered by this memorandum. Instead, it will follow the non-UP Funded Projects processing procedure.

For your compliance and guidance.