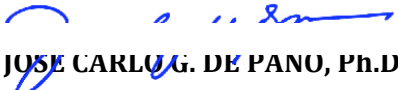


MEMORANDUM NO. 2025-009

TO: DEANS, COLLEGE SECRETARIES, UNIT HEADS, and STUDENTS
UP Diliman (UPD), UPD Extension Programs in Pampanga and Olongapo (UPDEPPO), and UP System Offices

FROM:  JOSE CARLO G. DE PANO, Ph.D.
Vice Chancellor for Student Affairs

SUBJECT: Student and Graduate Assistantship Program Application for First Semester, AY 2025-2026

DATE: 5 August 2025

The **Student and Graduate Assistantship (SAGA) Program** is now open for applications for **First Semester, Academic Year 2025-2026**, with new rates and guidelines approved by the UP Board of Regents (BOR) during its 1389th meeting.

New SAGA Rates

- | | |
|--|--------------|
| • Student Assistant | ₱81.00/hour |
| • Graduate Assistant (Master's, JD, Dip) | ₱145.00/hour |
| • Graduate Assistant (PhD) | ₱210.00/hour |

Application Process

- Applications will be processed on a *first-come, first-served basis*.
- The application portal will remain open until the target number of SAGAs is reached, as determined by the allocated budget.
- SAGA appointments for UP System offices will be charged against their respective approved budgets.

Submission Guidelines

Applicants must submit a *single, merged PDF file* containing the following documents (in the order below):

1. Basic Paper
2. Validated Form 5
3. Last semester's grades
4. Clear scanned copy of the front of the student's LBP ATM card
5. Work schedule
6. Work plan

Updated SAGA forms may be accessed here: bit.ly/SAGAforms. Please submit the complete PDF file via this portal: [bit.ly/Application 2526-1](https://bit.ly/Application_2526-1). For inquiries, please get in touch with the Office of Grants and Scholarships at osgsaga.upd@up.edu.ph.

Monthly Documentation Requirements for Compensation Processing

To process monthly SAGA compensation via BULSA, hiring units must prepare (1) a copy of the approved appointment and (2) a duly signed daily time record (using this template: bit.ly/SAGA_dtr)

Additional Reminder

- To expedite processing, applications may be submitted without Form 5 but the official appointment will only be released upon complete submission of all the required documents.

Other Important Updates

Based on the revised guidelines (bit.ly/updatedGuidelines):

- Eligibility of Filipino and foreign students (Items 7-11)
- Allowable number of hours per month based on the student/graduate assistant's academic load (Items 20-24)
- Students with temporary work contracts with the University (Item 10)
- Scholastic standing (Item 12.b)
- Preparation of Certificate of Work Accomplishment (Item 17.b)
- Allowable number of work hours per day (Item 24)
- Non-disclosure agreement (Item 29)
- Student/Graduate assistant's supervisor and their functions (Item 43)
- Insurance policy (Item 45.b)

We appreciate your cooperation and look forward to your participation in the SAGA Program.