

Memorandum No. JCGDP-2025-003

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 SECOND SEMESTER, AY 2024-2025

DATE : 15 January 2025

The Office of Scholarships and Grants of the UPD Office of the Vice Chancellor for Student Affairs is now accepting applications under the Student and Graduate Assistantship (SAGA) Program for second semester of AY 2024-2025. Applications will be processed on a first-come, first-served basis. The portal will remain open until the target number of SAGAs, based on the allocated budget, is reached. Please note that SAGA appointments for UPD and UPDEPPO will be charged against the PS Lump Sum for AY 2024-2025.

For non-UP funded projects, hiring and salary processing will not follow the standard SAGA Program procedures. These will instead adhere to the specific processing guidelines for non-UP funded projects.

The updated SAGA forms are available through this [link](#). Please prepare the following documents (signed, in PDF format), and merge the files based on the order of the requirements below.

1. Basic Paper
2. Validated Form 5 (must be enrolled in at least 12 units for SAs and 6 units for GAs, otherwise see SAGA CRR #16 for SA and #17 for GA)
3. Previous semester grades
4. Clear scanned copy of the student's LBP ATM card (front only)
5. Work schedule (should not conflict with the student's academic schedule, see Rule #29 for details)
6. Work plan (for details, see rules no. 26-28)

Please submit the merged PDF documents via the e-form submission portal: [SAGA Program Application, AY 2024-2025 \(Second Semester\)](#). For any application-related inquiries, please email osgsaga.upd@up.edu.ph.

At the end of each month, units are required to prepare the following documents to process the vouchers for SAGA compensation (through BULSA) based on the actual number of hours served by the student:

1. Copy of the approved appointment
2. Wet-signed daily time record (refer to the provided link for the template)

We kindly remind offices to process appointment papers before students are asked to report for duty and ensure timely processing of their payroll each month. This will help support their financial needs while studying.

For your guidance and compliance.