

MEMORANDUM NO. JCGDP-2026-010

TO: DEANS, COLLEGE SECRETARIES, UNIT HEADS, and STUDENTS
UP Diliman (UPD), UPD Extension Programs in Pampanga and Olongapo, 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 2026-2027**

DATE: 5 August 2026

Applications for the Student and Graduate Assistantship (SAGA) Program for the First Semester of AY 2026–2027 are now open.

Important Requirement

- First-degree undergraduate and Juris Doctor student applicants must secure an SLAS bracket for AY 2026-2027, as the SAGA program is part of the University's financial aid system. To apply for SLAS, students may visit <https://slasonline.up.edu.ph>. For bracket certification requests, students may fill out this form: <https://bit.ly/SLAS-bracket-certification-request>.

Application Process

- Submit all SAGA applications on or before 20 August 2026. Applications will be processed on a first-come, first-served basis. The portal will close at 11:59 pm on August 20 or earlier if funds are fully exhausted. Once remaining funds are determined, the portal may be reopened to accommodate additional applications.
- Late applications require an appeal and justification, and processing will depend entirely on the availability of funds allocated for the first semester.
- To support the University's commitment to equity and student development, hiring offices are strongly encouraged to prioritize EATSKOLAR beneficiaries.

Submission Guidelines

Hiring offices must compile and submit a single, merged PDF file for each applicant. Arrange the documents in the following order:

- Basic Paper
- Validated Form 5
- Copy of Grades
- Clear Copy of the Student's LBP ATM Card (front only)

5. Work Schedule
6. Work Plan
7. Data Privacy Notice and Informed Consent for SAGAs
8. SLAS Bracket Certification, AY 2026-2027 (for first-degree undergraduate and JD students)

Access and use the updated forms here: <http://tinyurl.com/SAGA-Bulletin>. Submit the completed documents in PDF format here: <http://tinyurl.com/SAGA-Application26-27-First>.

Responsibilities of Hiring Offices

Hiring offices must comply with all program rules and ensure that the following guidelines are properly implemented.

- **Assignment of SAGA Supervisor**
 - Assign a SAGA supervisor who is a faculty or staff member with an active employer-employee relationship with the University. Their roles and responsibilities are outlined in Item 43 of the 2025 SAGA Guidelines.
- **Assignment of Work Hours and Tasks**
 - Work hours must not exceed six (6) hours per day and should not conflict with the student's academic schedule.
 - Assign tasks according to the 2025 SAGA Guidelines.
 - Students are not allowed to render service as a SAGA without an approved appointment paper. As stated in Item 15 of the SAGA Guidelines, no appointment takes effect prior to its approval date.
- **Preparation of Non-Disclosure Agreement (NDA)**
 - Prepare an NDA if the assigned tasks involve sensitive, confidential, or restricted information.

For questions or clarifications, please email the Office of Scholarships and Grants at osgsaga.upd@up.edu.ph.

Thank you very much for your cooperation and support.