

S.A. PROGRAM IN UPLB

MIGUEL V. ABRIOL-SANTOS

Head, OSA Communication and Information Technology
UP Los Baños



Outline

- OSAM System
- 4 Reasons for Developing the System
- 15 Events in UPLB's Student Assistantship Program



OSAM System

- Stands for Office of Student Affairs Management (OSAM) System
- Used to manage online OSA services (SA, SLB, Org Membership, Org Activities, etc.)



Reasons for Development



#1

Delayed SA Salary



Reasons for Development

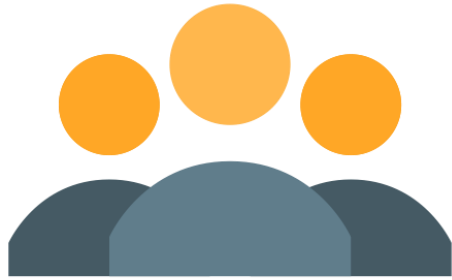


#2

SA/Supervisor Violations



Reasons for Development



#3

Not Enough Staff



Reasons for Development

#4

Manual Records



Reasons for Development



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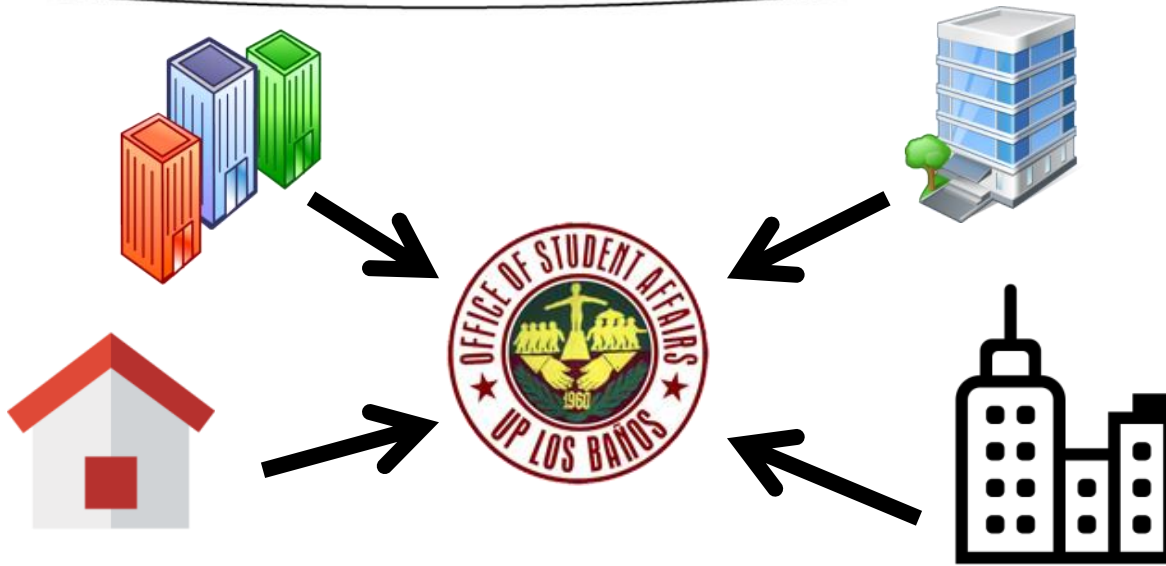


15

EVENTS IN THE S.A. PROGRAM OF UPLB



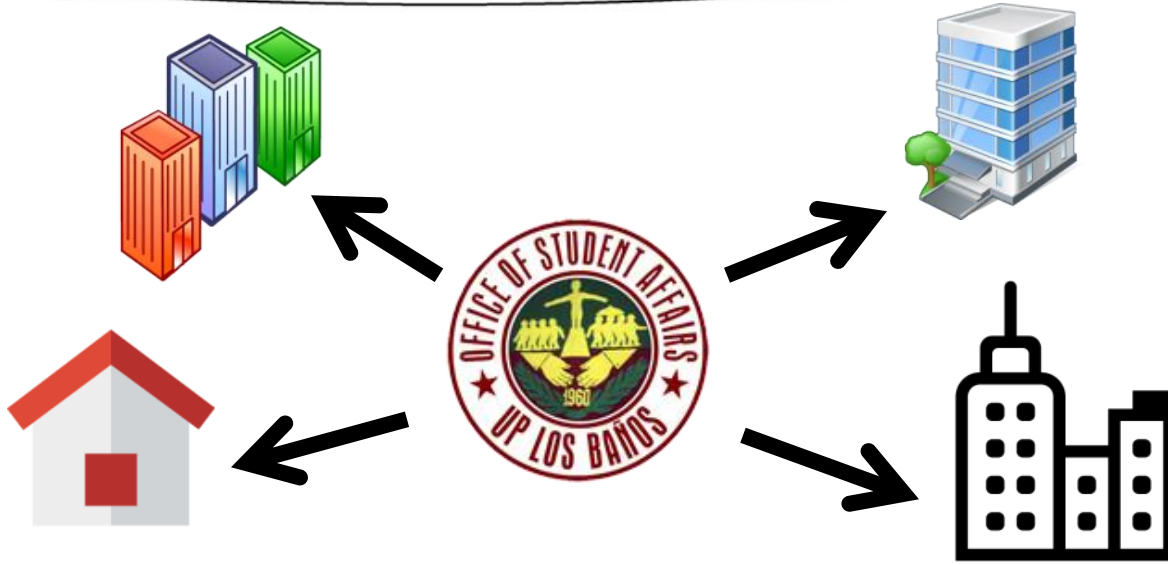
1



Offices request for SAs.



2



Allocate hours to offices.

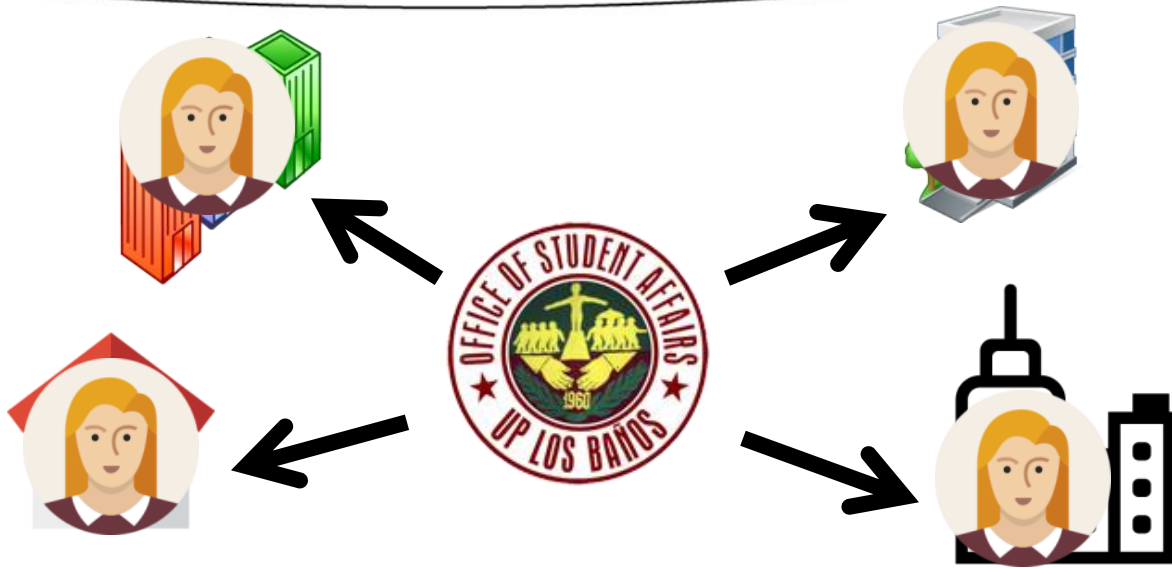


“Allocated Hours”

- One (1) SA slot = 120 hours
- In UPLB, we call this “allocated hours” or simply AH.
- Five (5) SA slots = 600 AH



2



Send AH to Unit Coordinators for SA.



EXAMPLE



Institute of Computer Science



Alice

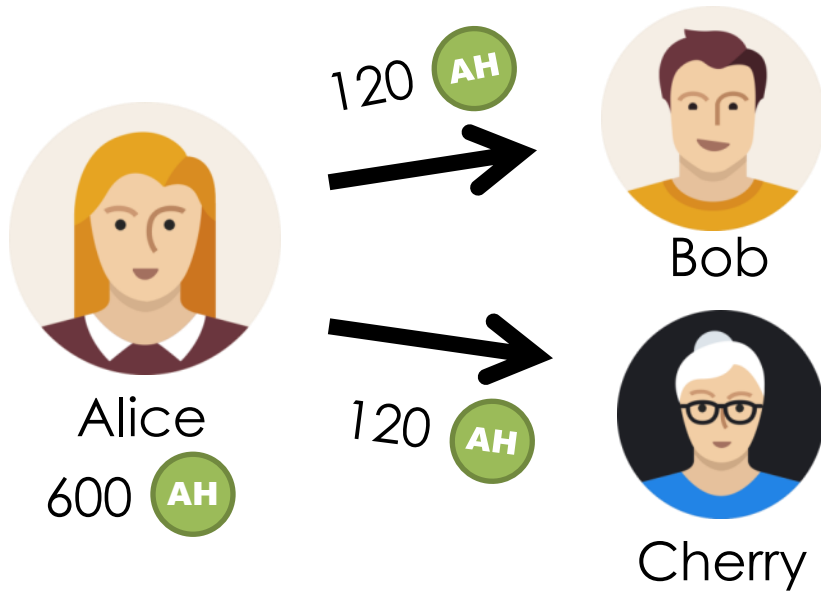
Unit Coordinator for SA



OSA allocated 600

AH





After sharing to
Bob and Cherry,
Alice will have
360 AH left.

3

Unit Coordinator shares AH to colleagues.



EXAMPLE



Bob has 120 **AH**
from Alice.

He can use this to hire SAs or share it
with a colleague.



EXAMPLE

Bob decided to share
30 **AH** to Charlie and retain 90 **AH** .



Bob

90 **AH**



Charlie

30 **AH**



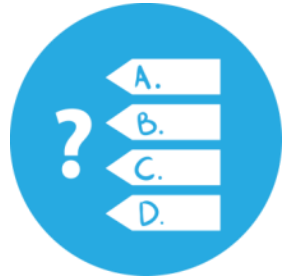
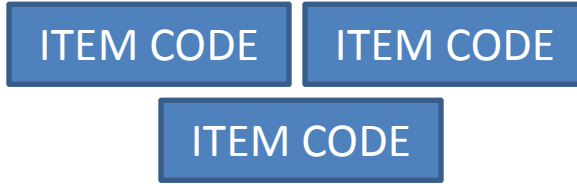
AH = “Allocated Hours”

- Supervisors are assigned AH.
- If you have AH, you can hire SAs.





Bob



4

Supervisor creates SA item codes and answers the SA Quiz.



SA Item Codes

- A 9-character code which serves as proof that supervisor can hire a student assistant.
- Example: B151234GQ



Sample Quiz Question

- Which of the following are SAs allowed to do?
 - A. Check quizzes of students
 - B. Record grades of students
 - C. Buy snacks for the supervisor provided the supervisor shares the snacks
 - D. Fetch children from school if it is nearby
 - E. Check attendance of students



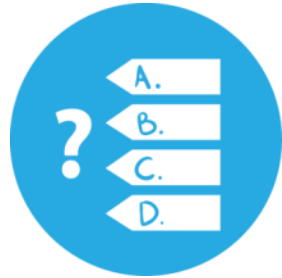
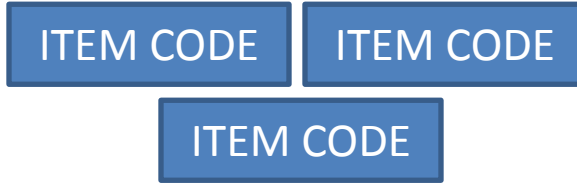
Sample Quiz Question

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 - E. Check attendance of students**





Bob



4

Supervisor creates SA item codes and answers the SA Quiz.



Create SA Item Codes

Charge Against*

OVCAA > Office of Student Affairs > Communication and Information Technology (Balance: 40 AH) ▼

Supervisor

MIGUEL V. ABRIOL-SANTOS

NOTE

You cannot change the supervisor. To create SA item codes for another supervisor, you must **share AH to your colleague**. Your colleague should fill out this form using his/her account.

Number of SAs

3

List of Duties

file/sort/arrange/index office materials × act as office receptionist ×

Qualifications

BSCS

Type of Student Assistant*

Office Assistant - MON-FRI 8AM-5PM ▼

Cost Code*

CODE40 ▼

Total Cost

120 AH

☒ Publish this vacant position at <https://www.uplbosa.org/jobs> until I find a student assistant [?]

Create Items



Dave
Applicant



Visit
www.uplbosa.org/jobs

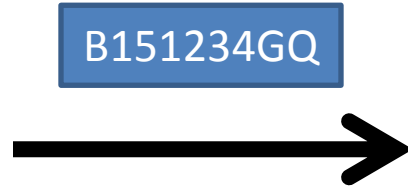
5

Student checks list of vacant SA positions.





Alice
Supervisor



Dave
Applicant

6

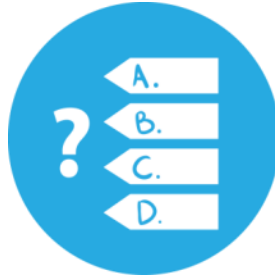
Supervisor gives SA Item Code to accepted applicant.





Dave
Applicant

B151234GQ

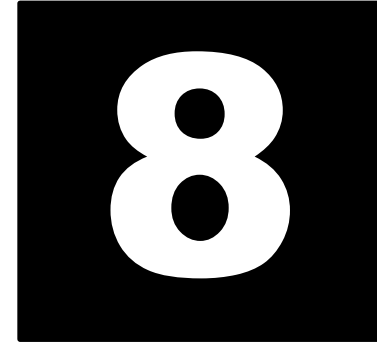
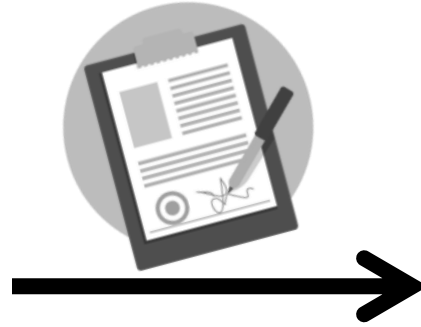


Applicant uses SA Item Code to generate application form.





Dave
Applicant



Signed SA form must be submitted to OSA.





OSA processes form and generates appointment slips.




UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
OFFICE OF STUDENT AFFAIRS
SCHOLARSHIPS AND FINANCIAL ASSISTANCE DIVISION
APPLICATION FOR STUDENT ASSISTANTSHIP
FIRST SEMESTER, AY 2015-2016



2013-39724 GOMEZ, ACE C.

BSCHE - CEAT

Contact Information	0905-@up.edu.ph	A150249PM ORIGINAL APPOINTMENT
Birth Date	07 NOV 1996 (18 y/o)	
College Address	BATONG MALAKE LOS BANOS LAGUNA	 "ACE"
Permanent Address	BATONG MALAKE LOS BANOS LAGUNA (Region IVA)	
Bank Account	LBP 1896- (FOR ENROLLMENT - see attached recent deposit/transaction slip)	
Office	#2513: Communication and Information Technology, Office of Student Affairs, OVCAA	
Immediate Supervisor	MIGUEL V. ABRIOL-SANTOS / EMPLOYEE # 012006795	
Work Hours	MON-FRI 8AM-5PM; excluding schedule of enrolled courses MAXIMUM OF 90 HOURS PER MONTH	
List of Duties	Office Assistant - act as office receptionist; attend to inquiries of clients; assist in data encoding; assist in printing and photocopying of documents; answer and make necessary phone calls; assist in documentation; provide technical support to students and staff	

I understand that failure to report for a continuous period of ten (10) working days without prior notice to my supervisor shall mean that I am no longer interested to render my services as a student assistant with my appointment to be terminated with standard record in my student profile that will serve as basis for my future applications.

I have read and understood the guidelines for the Student Assistantship Program. I certify that all information in this form are correct and complete. I am aware that practicing or attempting to practice any deception or fraud in connection with any University-funded or sponsored scholarship or grant shall be subjected to disciplinary action. I understand that I must wait for my appointment to be processed before reporting for work.

Signed:

Conforme:

Printed Name and Signature of Student

Printed Name and Signature of Immediate Supervisor

RECOMMENDING APPROVAL:

BUDGET CLEARANCE:

Dean/Director/Chair/Head

Fund Code: 101-1105018-A301-11

JENETTE LORY P. TAMAYO
Head, SFAD

ETHEL T. CABRAL
Chief, Budget Management Office

NINA M. CADIZ
Director, OSA


UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
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OSA scans QR
Code in the form
using webcams.

OSA generates appointment slips.



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines, 4031

28 August 2015

MEMORANDUM FOR:

MIGUEL V. ABRIOL-SANTOS

Communication and Information Technology, Office of Student Affairs
Office of the Vice Chancellor for Academic Affairs

The appointment of **MANUEL GABRIEL A. GONZALES (2007-16981)** as Student Assistant in the **Communication and Information Technology, Office of Student Affairs, Office of the Vice Chancellor for Academic Affairs**, University of the Philippines Los Baños, at Sixty Pesos (P60.00) per hour (Item: 101-1105018-A301-11) effective **28 August 2015 until 31 December 2015** is hereby approved unless sooner revoked by competent authority. A maximum of **90 hours** may be rendered in a month.

LIST OF DUTIES:

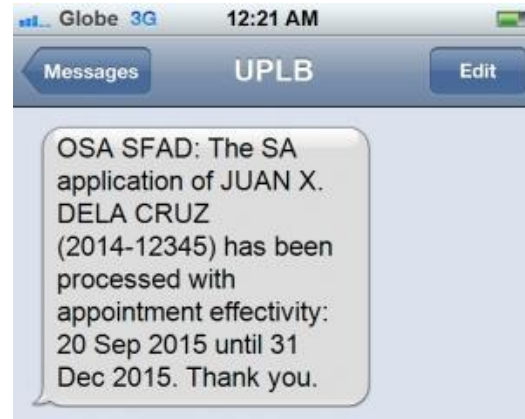
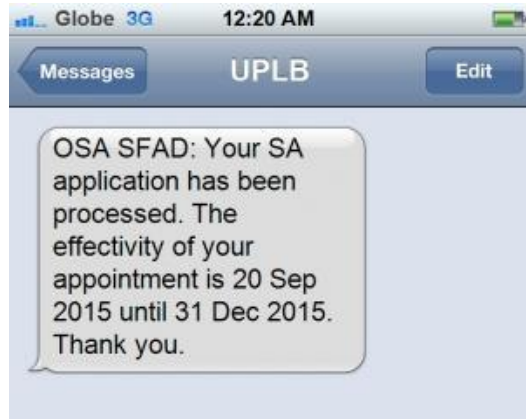
file/sort/arrange/index office materials; act as office receptionist; attend to inquiries of clients; deliver mail (acts as messenger) in the absence of messenger; assist in data encoding; assist in printing and photocopying of documents; assist in research and extension activities; answer and make necessary phone calls; assist in documentation; provide technical support to students and staff

PORTIA G. LAPITAN

Vice Chancellor for Academic Affairs

Office of Student Affairs Management (OSAM) System - Ctrl #: A159541JB2513 - COPY OF RMO

10



OSA notifies supervisor and SA via SMS regarding appointment effectivity.





OSA registers holidays and class/work suspensions.



OSAM SERVICE FORM NO. 42
2007-16991 DAILY TIME RECORD
JUL 2015
2007-16991 DINADEL MARCOS SANDOS, A.
PAGE 1 OF 1
STR-CG2000047

Day	Actual	Departure	Actual	Departure	# of Hours
1	10:30	11:30	1:00	5:00	5:00
2	10:30	11:30	1:00	5:00	5:00
3	10:30	11:30	1:00	5:00	5:00
4	10:30	11:30	1:00	5:00	5:00
5	10:30	11:30	1:00	5:00	5:00
6	10:30	11:30	1:00	5:00	5:00
7	10:30	11:30	1:00	5:00	5:00
8	10:30	11:30	1:00	5:00	5:00
9	10:30	11:30	1:00	5:00	5:00
10	10:30	11:30	1:00	5:00	5:00
11	10:30	11:30	1:00	5:00	5:00
12	10:30	11:30	1:00	5:00	5:00
13	10:30	11:30	1:00	5:00	5:00
14	10:30	11:30	1:00	5:00	5:00
15	10:30	11:30	1:00	5:00	5:00
16	10:30	11:30	1:00	5:00	5:00
17	10:30	11:30	1:00	5:00	5:00
18	10:30	11:30	1:00	5:00	5:00
19	10:30	11:30	1:00	5:00	5:00
20	10:30	11:30	1:00	5:00	5:00
21	10:30	11:30	1:00	5:00	5:00
22	10:30	11:30	1:00	5:00	5:00
23	10:30	11:30	1:00	5:00	5:00
24	10:30	11:30	1:00	5:00	5:00
25	10:30	11:30	1:00	5:00	5:00
26	10:30	11:30	1:00	5:00	5:00
27	10:30	11:30	1:00	5:00	5:00
28	10:30	11:30	1:00	5:00	5:00
29	10:30	11:30	1:00	5:00	5:00
30	10:30	11:30	1:00	5:00	5:00
31	10:30	11:30	1:00	5:00	5:00
TOTAL NUMBER OF HOURS					157.25

UP Los Baños
Office of Student Affairs
DINADEL MARCOS SANDOS, A.
2007-16991

UP Los Baños
Office of Student Affairs
DINADEL MARCOS SANDOS, A.
2007-16991

SAs generate DTRs online using the OSAM System.



OSU SERVICES FORM NO. 46
DAILY TIME RECORD
2007-10081 JOSHUA L. MANUEL, A. A.

2007-10081 JOSHUA L. MANUEL, A. A. PAGE 1 OF 1 STRONGHOLD

Day	Actual	Expected	Actual	Expected	# of Hours
1	10:00	12:00	10:00	12:00	2.00
2	10:00	12:00	10:00	12:00	2.00
3	10:00	12:00	10:00	12:00	2.00
4	10:00	12:00	10:00	12:00	2.00
5	10:00	12:00	10:00	12:00	2.00
6	10:00	12:00	10:00	12:00	2.00
7	10:00	12:00	10:00	12:00	2.00
8	10:00	12:00	10:00	12:00	2.00
9	10:00	12:00	10:00	12:00	2.00
10	10:00	12:00	10:00	12:00	2.00
11	10:00	12:00	10:00	12:00	2.00
12	10:00	12:00	10:00	12:00	2.00
13	10:00	12:00	10:00	12:00	2.00
14	10:00	12:00	10:00	12:00	2.00
15	10:00	12:00	10:00	12:00	2.00
16	10:00	12:00	10:00	12:00	2.00
17	10:00	12:00	10:00	12:00	2.00
18	10:00	12:00	10:00	12:00	2.00
19	10:00	12:00	10:00	12:00	2.00
20	10:00	12:00	10:00	12:00	2.00
21	10:00	12:00	10:00	12:00	2.00
22	10:00	12:00	10:00	12:00	2.00
23	10:00	12:00	10:00	12:00	2.00
24	10:00	12:00	10:00	12:00	2.00
25	10:00	12:00	10:00	12:00	2.00
26	10:00	12:00	10:00	12:00	2.00
27	10:00	12:00	10:00	12:00	2.00
28	10:00	12:00	10:00	12:00	2.00
29	10:00	12:00	10:00	12:00	2.00
30	10:00	12:00	10:00	12:00	2.00
31	10:00	12:00	10:00	12:00	2.00
TOTAL NUMBER OF HOURS					127.00

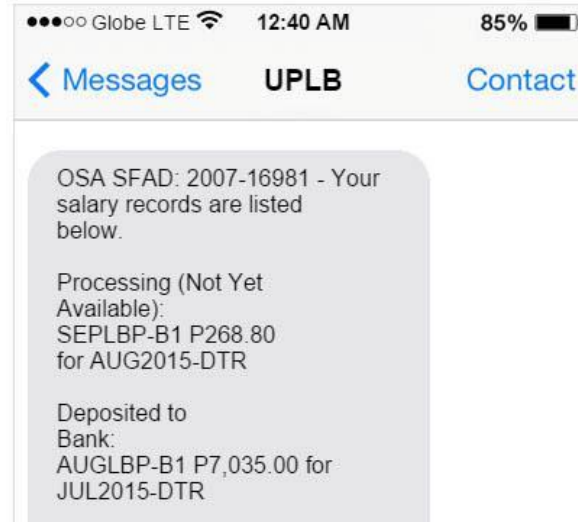
MANUEL, JOSHUA L. A. A.

UP Los Baños



OSA scans DTRs and generates payroll documents.





Students can check SA salary status by texting SWELDO to 29290200.





OSA asks SAs to rate supervisors and the SA program before the term ends.



S.A. PROGRAM IN UPLB

MIGUEL V. ABRIOL-SANTOS

Head, OSA Communication and Information Technology
UP Los Baños

osam.tk/uplbsaga

