



OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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OFFICE OF SCHOLARSHIPS AND GRANTS  
STUDENT ASSISTANT AND GRADUATE ASSISTANT (SAGA) PROGRAM

SAGA-OSG Form No. 03 | Revised JANUARY 2025  
FIRST SEMESTER, AY 2024-2025

# SAGA APPLICATION CHECKLIST

SAGA Applicants must accomplish this CHECKLIST, before forwarding the application documents to the supervisor.

Tick the boxes of the documents that you have submitted:

**3 Copies of the SAGA Application Form \***

**Accomplished Data Privacy Consent Form**

\*Application must be signed by the SAGA applicant(e-signature), Immediate Supervisor, and UNIT/OFFICE HEAD (wet signature)

**Scanned Copy of any of the (2) two \*\***

**Landbank ATM card**

**Green Deposit Slip**

\*personal account named after the SAGA applicant, and with readable account number

**Either of the following documents that states the Number of Enrolled units**

FORM 5 CERTIFIED by the OUR

SAGA Application form CERTIFIED by the College Secretary

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