



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 MAY 2026
SECOND SEMESTER, AY 2025-2026

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

CUT HERE