



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

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OFFICE OF SCHOLARSHIPS AND GRANTS

Revised 08 May 2026

SAGA-OSG Form 04

UNIT APPLICATION FOR INCLUSION IN THE LIST OF OFFICES AVAILING THE SERVICES OF STUDENT ASSISTANTS, SPECIAL UNIVERSITY PERFORMERS, AND GRADUATE ASSISTANTS

FOR THE OFFICE/UNIT*:

Complete Unit Name (Do not abbreviate):

Sub Unit (If applicable):

Parent Unit:

Office UP Mail:

(to be initially used for receiving Allocation Hours)

Office Contact No:

FOR THE EMPLOYEE (with employee-employer relationship only):

SAGA Unit Coordinator to be assigned:

Employee No:

Classification: Faculty [] REPS [] Admin []

Position Title/Designation:

Rank (if applicable):

UP Mail:

Sex assigned at birth (Female, Male, Intersex):

Gender Identity: [] Female [] I prefer not to answer
(Female, Male, Non-Binary) [] Male [] I prefer to describe
[] Non-binary

Are you a member of an Indigenous Group? [] Yes [] No If yes please specify

Are you a Person with a Disability (PWD)? [] Yes [] No

Are you a solo parent? [] Yes [] No

RECOMMENDING APPROVAL (Unit Head):

Printed Name and Signature

Please attach relevant documents pertaining to the creation of your office/unit such as BOR Approval, UP System Executive and Administrative Orders, UPLB Office of the Chancellor Administrative Orders, Executive Orders, and other relevant memoranda and documents.

FOR SAGA-OSG STAFF USE ONLY

RECOMMENDING APPROVAL:

APPROVED/DISAPPROVED:

MARK KEVIN L. MOVILLON
SAGA COORDINATOR

ARIEL L. BABIERRA
DIRECTOR

UNIT ID: _____