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

1/F Graduate School Dormitory, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3209| osg.uplb@up.edu.ph | http://ovcsa.uplb.edu.ph/

OFFICE OF SCHOLARSHIPS AND GRANTS
Revised 05 NOV 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, Male, Non-Binary)
☐ Female ☐ I prefer not to answer
☐ 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

JOHN LORENZO A. YAMBOT
DIRECTOR

UNIT ID:_____