



UNIVERSITY OF THE PHILIPPINES
Quezon City

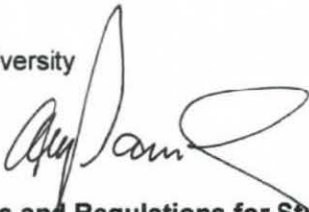
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 15-84

DATE : 14 August 2015

TO : Chancellors
Dean, UP Cebu
Director, UP PGH
Heads of Units

cc : Vice Presidents
Secretary of the University

FROM : Alfredo E. Pascual
President 

SUBJECT : **Consolidated Rules and Regulations for Student Assistants
and Graduate Assistants (SAGA CRR)**

The UP Board of Regents (BOR) at its 1302nd meeting held on 30 October 2014 approved the upward adjustment of the hourly rates for student and graduate assistants (SAGAs) for implementation starting in Academic Year 2014-2015.

The BOR also authorized the UP President to set the updated rules and regulations governing SAGAs across the UP System. In this regard, the attached Consolidated Rules and Regulations for SAGAs (SAGA CRR) is hereby issued for implementation effective immediately. The SAGA CRR shall be reviewed towards the end of AY 2015-2016 and, if necessary, amended to improve its provisions based on actual experience.

The new SAGA CRR shall supersede the old rules and regulations that are not consistent with its provisions.

The new rates for SAGAs together with the old rates are shown in the attached Memorandum No. 15-39 dated 25 June 2015, which instructed all concerned to implement these new rates effective the First Semester of AY 2014-2015 and, if necessary, make differential payments to those students who were compensated using the old rates after the effectivity of the new rates.

For your guidance and compliance.

Attachment:
SAGA Consolidated Rules and Regulations (SAGA CRR)

- References:*
- Minutes of the 1302nd meeting of the BOR held on 30 October 2014
 - Memorandum No. PAEP 15-39 dated 25 June 2015



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

STUDENT ASSISTANT AND GRADUATE ASSISTANT PROGRAM: CONSOLIDATED RULES AND REGULATIONS (SAGA CRR)

Introduction

The Student Assistant and Graduate Assistant (SAGA) Program provides undergraduate and postgraduate students the opportunity to work and earn on-campus while pursuing their studies in the University. Aside from the compensation, students under the SAGA Program are able to gain work experience that could help prepare them for employment, entrepreneurship, and community service after they leave the university. The University, on the other hand, is able to engage the students in fulfilling its academic and operational functions.

While there is no employer-employee relationship between UP and the SAGAs, the University is nonetheless committed to policies for the elimination of child labor and forced labor, and shall not tolerate any form of abuse or exploitation.

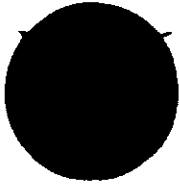
This SAGA Consolidated Rules and Regulations (SAGA CRR) aims to:

- Define the roles and responsibilities of SAGAs, heads of units and offices requesting their services, and the responsible officials in the constituent universities/units (CUs) of UP;
- Provide a guide for the preparation of work plan and schedule of SAGAs; and
- Rationalize the assignment of work hours to SAGAs, so that students do not compromise their academics while working under the SAGA Program.

Eligibility

1. Eligibility for SAs

- a. Must be a continuing student, eligible to enroll during the term when appointed as SA.
- b. For freshman students, must have finished at least one (1) semester in the CU.
- c. For students below 18 years old, must have secured prior written consent from a parents or guardian to serve as an SA for a term.
- d. Must not be enrolled in more than twenty (21) units during the semester of appointment.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

2. Eligibility for GAs

- a. Must be a continuing student, eligible to enroll during the term when appointed as GA.
- b. Must not be enrolled in more than twelve (12) units during the semester of appointment.

Appointment

3. SAGAs appointments shall be for a period of six (6) months, subject to renewal.
4. Students are not allowed to render service while their appointment papers as SAGAs are still in process. No appointment shall take effect earlier than the date of approval of appointment papers.
5. SAGAs shall be furnished a copy of their appointments, with the following details:
 - Name and student ID number
 - Course and college; year level
 - Unit / office of assignment
 - Period of appointment
 - Description of prescribed tasks and time schedule
 - Applicable hourly rates
 - Signature by the CU OSA Director / OVCAA

Payment of hourly rates

6. Payments for the hourly rates of SAGAs shall be based on the number of hours of services rendered in the unit or office of assignment. Work hours must be reflected in the Daily Time Records (DTRs) of SAGAs, with signature by the SAGA, endorsement of the supervisor, and approval by the head of unit or office.
7. Supervisors of SAGAs shall endorse payments equivalent to the actual number of hours for services rendered. SAGAs must submit monthly DTRs on or before the 5th day of the month after services are rendered.
8. Payments for hourly rates of SAGAs shall be through Automatic Teller Machines (ATMs), with credit to the bank account of the student.

A handwritten signature in black ink, located in the bottom right corner of the page.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

Allocation of slots

9. One (1) slot is equivalent to one hundred twenty (120) working hours.
10. Considering the balance between current academic load and prospective work load of applicants, requesting units and offices may propose subdividing SAGA slots, subject to approval by the head of the unit or office, as follows:
 - a. Two (2) sub-slots, where each is equivalent to a maximum of sixty (60) working hours;
 - b. Two (2) sub-slots, where one sub-slot is equivalent to a maximum of ninety (90) working hours and another is equivalent to a maximum of thirty (30) working hours;
 - c. Three (3) sub-slots, where each sub-slot is equivalent to a maximum of forty (40) working hours;
 - d. Three (3) sub-slots, where one sub-slot is equivalent to a maximum of sixty (60) working hours and each of two remaining sub-slots is equivalent to a maximum of thirty (30) working hours; or
 - e. Four (4) sub-slots, where each sub-slot is equivalent to a maximum of thirty (30) working hours.
11. Unit and office heads have discretion to divide regular slots into sub-slots, which after CU approval shall be announced prior to the acceptance of applications from students. Unit and office heads shall have discretion on the assignment of regular and sub-slots, based on a fair criteria suggested in *Paragraph 1.1.e.*
12. Units and offices may be allowed to engage more SAs and/or GAs, in addition to the slots provided by the units appointing SAGAs of the CU, *provided that* (i) the requesting unit or office states a commitment to allocate a portion their Maintenance and Other Operating Expenditures (MOOE) to cover payments for hourly rates of additional SAGAs and (ii) provide a justification to appoint more SAs and/or GAs. The justification must be based on a thorough review of the operations of the unit or office.

Funding

13. Each CU shall allot an annual lump sum budget, which will be utilized to cover payments for hourly rates of SAGAs. The units and offices requesting for SAGAs of the CU shall allocate slots based on the prospective workload of the student, and within the budget allocated by the CU.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

14. UP System offices may request the services of SAGAs from CUs, upon approval by the concerned Chancellors, through the college / unit heads. Funding shall be to the account of the UP System office requesting the services of SAGAs.

Workload

15. The prospective workload of SAGAs shall be based on (i) a review of the operations of the unit or office that warrants the need for services of SAs or GAs and (ii) capacity of the unit or office to provide opportunities where SAGAs can learn practical problem solving skills, as well as planning, organizational, and leadership competencies.
16. When appointed, a SA must be an undergraduate student enrolled in at least twelve (12) units during the semester.
- A student who is enrolled in less than twelve (12) units during a semester may be appointed as SA, *provided that* his/her College expects him/her to graduate at the end of the current term. The applicant must submit a certification issued by his/her College Secretary stating he/she is a candidate for graduation in the said term.
 - A student who is enrolled in less than twelve (12) units during a semester due to reasons other than being candidates for graduation may be appointed as SA, *provided that* he/she submits a valid justification issued by his/her College. The justification must be issued by a faculty adviser, endorsed by the Department Chair/College Secretary, and confirmed by the Dean of the College where the student is currently enrolled.
17. When appointed, a GA must be a graduate student enrolled in at least six (6) units during a regular semester.
- A student who is enrolled in less than six (6) units during may be appointed as GA *provided that* his/her College expects him/her to graduate at the end of the current term. The applicant must submit a certification issued by his/her College Secretary stating he/she is a candidate for graduation in the said term.
 - A students who is enrolled in less than six (6) units during a semester due to reasons other than being candidates for graduation may be appointed as a GA *provided that* he/she submits a valid justification issued by his/her College. The justification must be issued by a faculty adviser, endorsed by the Department Chair/College Secretary, and confirmed by the Dean of the College where the student is currently enrolled.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

18. Midyear term enrolment is not a requirement for SAGA appointment.
19. The maximum work hours per month will be based primarily on the academic load of students and the workload to be assigned by requesting units and offices. Assignment of work hours shall be in conformity with *Table 2*.

Table 2. Prescribed work hours and academic load per semester

SA	GA	Prescribed work hours per month
12 units or less	6 units or less	30 hours to 120 hours
13 units to 18 units	7 units to 9 units	30 hours to 90 hours
19 units to 21 units	10 units to 12 units	30 hours to 60 hours

20. SAGAs are allowed to render up to 120 hours per month during the midyear term
21. SAGAs are allowed to work up to six (6) hours per day, except for emergency tasks during Sundays and holidays, and if not enrolled during the midyear term. This is to allow them adequate time to attend to their academic responsibilities and other obligations.
22. All SAGAs are expected to render service consistent with the prescribed tasks and time schedule in *Table 3*. Units and offices may however request exemptions from the Chancellors, on a case to case basis, based on specific circumstances, health and safety considerations, and other justifications. The UP Open University is authorized to develop and approve its own equivalent schedule, consistent with these guidelines.

Table 3. Prescribed tasks and time schedule for SAGAs

SAGA category	Prescribed tasks	Prescribed working period within the day	Prescribed work days within the week *
Office assistant	Clerical, encoding, registration, and similar tasks, including technical assistance for office IT; receiving office calls, responding to queries, and guiding office visitors.	8:00 AM – 5:00 PM	Monday to Saturday
Class assistant	Clerical and similar tasks, including technical assistance in IT, assigned by faculty member or academic unit; SAGAs must be supervised by the	7:00 AM – 7:00 PM	Monday to Saturday



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

	faculty member/head of unit; tasks shall not include teaching duties, checking exams and quizzes, facilitating discussions, and recording grades. **		
University events and food service assistant	Events organizing, ushering, food service, and other activities necessary to run official college and University events; SAGAs must be supervised by the University Food Service or requesting officials.	8:00 AM – 10:00 PM	Monday to Sunday, including holidays
Laboratory/ Research assistant	Laboratory and/or research tasks assigned by faculty member/researcher; SAGAs must be supervised by the faculty in-charge or researcher.	8:00 AM – 10:00 PM	Monday to Saturday, including holidays
Library assistant	Clerical and similar tasks that support University library functions; SAGAs must be supervised by the librarian.	8:00 AM – 8:00 PM	Monday to Saturday
Museum assistant	Clerical and/or project-based tasks that complement University museum functions; SAGAs must be supervised by the curator / head of unit.	8:00 AM – 5:00 PM	Monday to Saturday
Dormitory assistant / peer counselor	Room inspection, clerical and other routine tasks that complement University dormitory management functions; peer counseling.	8:00 AM – 10:00 PM	Monday to Sunday, including holidays
Special university performers ***	Performances and contributions to official University events, including regular rehearsal hours; SAGAs shall be supervised and their activities monitored by a faculty adviser of the performing group. ***	8:00 AM – 10:00 PM	Monday to Sunday, including holidays

* In case of emergency work during Sundays or holidays, approval shall be secured from the head of unit / office. Emergency tasks are at the discretion of the heads of offices and units.

** Graduate assistants may apply as teaching assistants if teaching duties are to be handled.

*** Special university performers are eligible as SAGAs, except those who already enjoy free tuition or other compensation. The schedule of regular rehearsal hours and budget shall be endorsed by the faculty adviser, and approved by the Chancellor.

23. Special university performers are eligible as SAGAs, except those who already enjoy free tuition or other compensation. The schedule of regular rehearsal hours and budget shall be endorsed by the faculty adviser, and approved by the Chancellor.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

24. Except in emergency, SAGAs who need to perform tasks in another CU must first secure permission and approval by the Chancellor of both receiving and sending CU, upon endorsement by the heads of offices or units concerned.
25. SAGAs who have not reported for duty for ten (10) consecutive assigned days, without prior notice to the unit or office, or without any valid and verified excuse, shall be deemed resigned and ineligible as SAGAs in future slots.

Frequently Asked Questions

Whats tasks can be assigned to SAGAs?

26. Supervisors of SAGAs in units and offices shall assign tasks to SAGAs to enrich the learning experience of the students in line with their academic pursuits and consistent with the general work description prescribed in *Table 3*.
27. Supervisors may assign messengerial tasks, provided that these activities are done within the campus where the SAGAs are currently enrolled.
28. Supervisors may assign duties that will allow SAGAs allow access to data and information in the archives or files for encoding, management, and related purposes, at the discretion of the supervisor.

What tasks cannot be assigned to SAGAs?

29. Supervisors of SAGAs shall not assign tasks that conflict with their class schedules. In case class sessions are cancelled for whatever reason, supervisors shall strongly encourage SAGAs to use their vacant time to study and engage in other academic activities.
30. Supervisors shall not assign security-related activities and hazardous tasks to SAGAs.
31. Supervisors shall not assign duties that will allow SAGAs access to confidential electronic and printed records such as student grades, transcripts, faculty and staff compensation, performance evaluation, health, legal, financial, and related sensitive records.
32. Except for Laboratory and Research Assistants and Special University Performers, supervisors shall not assign duties or tasks outside the campus where SAGAs are currently enrolled. The Chancellor may grant exemptions on a case to case basis, upon request by the head of unit or office.
33. Supervisors are not allowed to assign tasks to SAGAs for private needs or personal errands of faculty or staff, such as nanny duties, fetching children and buying meals, snacks or groceries.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

What are the responsibilities of SAGAs?

34. The SAGAs shall:

- a. Provide pertinent documents for application, and renewal of SAGA appointments.
- b. Prepare and submit a work schedule, to be discussed with the requesting unit or office, prior to acceptance of assignment.
- c. Perform tasks assigned by the unit or office without compromising their academic responsibilities, especially prior to examinations and submission of papers.
- d. Inform his/her supervisor of upcoming activities and events that may affect delivery of tasks or services.
- e. Inform his/her supervisor at least ten (10) days in advance regarding intent to discontinue services as a SAGA.
- f. Comply with the other relevant policies, rules, and regulations of the UP.

What are the responsibilities of supervisors?

35. Supervisors shall monitor compliance with the implementing rules and regulations and workload of SAGAs.
36. Supervisors shall ensure zero-tolerance for abuse or exploitation, including child labor and forced labor.

What are the responsibilities of heads of units and offices requesting SAGAs?

37. Heads of units and offices shall send requests for SAGAs. Requests shall be reviewed and evaluated for eligibility and funding, and consolidated by the academic and administrative units, including research teams, and by the CU OSA or OVCSA.
38. Heads of units and offices shall:
 - a. Review, evaluate and consolidate requests for SAGA slots, request budget clearance, and endorse approval to the Chancellor, through the OSAs or OVCSA;
 - b. Request approval for the allocation of their MOOE or PS savings to cover the payments for hourly rates of additional SAGAs, including additional slots;



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

- c. Allocate a portion of their MOOE to pay for insurance coverage, should they wish to engage Laboratory/Research Assistants and Special University Performers who may be assigned tasks outside the campus where they are enrolled;
 - d. Receive and evaluate application documents (e.g. Résumé, True Copy of Grades, Form 5) from potential SAGAs;
 - e. Determine specific point criteria for applicants to be ranked and recommended as SAGAs. Slots, sub-slots, and ranking in prioritization shall be based on the following:
 - Financial need of the applicant.
 - Scholastic standing.
 - Reason/s for applying as SA or GA.
 - Recommendation from a former professor or senior peer.
 - Other relevant qualifications for the position.
 - f. Ensure appropriate orientation on the duties and responsibilities of SAGAs prior to their assignment in units or offices;
 - g. Approve the work schedule, and sign the DTRs of SAGAs;
 - h. Submit application documents of potential SAGAs and approved work schedule to OVCSAs, OSAs, or the designated CU unit/office;
 - i. Ensure safety conditions for SAGAs to undertake their tasks;
 - j. Provide adequate supervision and monitor work rendered by SAGAs;
 - k. Submit performance evaluation reports of the SAGAs to the OSAs or OVCSA;
 - l. Submit pertinent documents to process payments for hourly rates of SAGAs in a timely manner;
 - m. Report to the OSAs or OVCSA the list of resigned, absent without leave (AWOL), or delinquent SAGAs, i.e. those who do not report for duty for ten (10) consecutive days without prior consent of the unit or office; and
 - n. Comply with the other relevant policies, rules, and regulations of the UP.
39. Heads of units and offices shall designate supervisors for the SAGAs.

A handwritten signature in black ink, appearing to be a stylized name.



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

What are the responsibilities of OSAs/OVCSA?

40. Office of Student Affairs (OSA) or the Office of the Vice-Chancellor for Student Affairs (OVCSA) of UP Diliman, through its Office of Scholarships and Student Services, is responsible for screening, appointment, evaluation and other management aspects of the SAGA CRR. If non-existent, the Chancellor of the CU is authorized to assign the management and monitoring functions to an office most closely related to student services. The designated OSAs/OVCSA shall:

- a. Prior to the annual budget call, determine the demand and supply of SAGAs through a survey of units and offices, as a basis of deciding on the number of slots and budgets;
- b. Recommend for approval of the Chancellor the number slots and budget to cover the payments for hourly rates of SAGAs every year;
- c. Announce available SAGA positions via print and electronic means;
- d. Regularly update units and offices regarding available SAGA slots and budgets;
- e. Equitably allocate slots to requesting units and offices requesting SAGAs. Allocation shall be based on the number of students, clients, and/or units served by the requesting offices and units, whichever is appropriate;
- f. Screen SAGA applicants, process their appointment papers, and facilitate their payments for hourly rates for work rendered;
- g. Provide orientation to supervisors and training to SAGAs;
- h. Monitor utilization of SAGA slots, unused work hours, and savings;
- i. Act on reports on violations of the SAGA CRR. Sanctions for violations will be based on existing rules and regulations of the University;
- j. Act on reports of SAGAs who resigned, or those who are absent without leave, or delinquent in their duties;
- k. Issue certificates of service rendered when requested by current/former SAGAs, and reprimands for delinquent SAGAs;
- l. Incorporate and update SAGAs data into the eUP Human Resource Information System (HRIS);



SOCIALIZED TUITION OFFICE UNIVERSITY OF THE PHILIPPINES

- m. Create a pool of SAGAs who could be readily tapped by their respective CUs to provide assistance for *ad hoc* projects or events. The pool shall be composed of qualified SAGAs but who were not given regular slots; and
- n. Prepare guidelines and organize events to recognize outstanding SAGAs.

What are the responsibilities of OSAs/OVCSA?

41. The Socialized Tuition Office (STO) shall monitor CU compliance with the guidelines. The office shall perform the following functions:
- o. Request reports on SAGA appointments and records from the CUs;
 - p. Provide training and orientation to offices & units appointing SAGAs;
 - q. Consolidate, analyze, and audit data on SAGAs; and
 - r. Recommend further improvements in the SAGA CRR.
