

UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

BASIC PAPER FOR GRADUATE/STUDENT ASSISTANT

As per BOR meeting on October, 2014 New Hourly Rate of SA is P60 and GA is P100, not to exceed 120 hours a month.

1. Name (Surname, First Name, M. I.)	:	Birth Date	:	Citizenship	:	2. College/Unit/Div./Dept.
	:		:		:	Work office
STUDENT NO.	:	TIN	:		:	
Contact Number	:	LBP ATM Account Number	:		:	
3. Degree	:	Institution	:	Year	Term	Academic Year
	:		:			
4. Proposed designation	:	Rate/hour should not exceed 120 hrs. a month or the limits to				5. Condition/s of appointment
	:	be imposed by the chairman P60/hr.(SA) P100/hr.(GA)				:
Fund Source	:	Note: One (1) Slot = 120 hrs. can be divided into: (1) 30 hours				6. Effectivity date
Fund Code	:	per student; (2) 40 hours per student; and (3) 60 hours per student.				Fro
	:					To:
7. Justification (Please summarize the major functions/duties of the SAGA)						

To provide assistance in the performance of clerical work at the STFAP section of OSSS. (Filing, sorting and encoding)

8. Recommended by:	:	9. Endorsed by:
	:	
AILEEN V. REYES, DBA	:	MS. JOCELYN N. ABERIN
Scholarships Affairs Officer II	:	Senior Scholarships Affairs Officer II
Chairman/Head/ Div./Dept./Office	:	Dean/Dir./Head/College/Unit/Office
10. OSSS Clearance:	:	11. Budget Clearance:
	:	Fund Source
	:	Fund Code
	:	Designation
PROF. NIEL KENNETH F. JAMANDRE	:	Rate
Officer-in-Charge	:	Effectivity Date
Office of Scholarships and Student Services	:	
	:	
	:	MR. ANTONIO M. BECONADO JR.
	:	Director, UPD Budget
Date:	:	Date:

Temporary Appointment

By authority of the Board of Regents and the Chancellor, you are hereby appointed as Graduate Assistant (MA) at the STFAP Section, Office of Scholarships and Student Services, University of the Philippines Diliman, at the salary of One Hundred Pesos(P100 per hour) of actual service but no exceed 120 hours per month effective August 1, 2018 until December 31, 2018, unless sooner terminated and subject to pertinent University regulations.

PROF. JERWIN F. AGPAOA
Vice Chancellor for Student Affairs