

LIST OF OFFICES WITH AVAILABLE SLOTS FOR SAGA

(Updated as of June 9, 2025)

Office	Number of SAGA and Work Arrangement	Tasks
Center for Open and Digital Teaching and Learning ❖ Open and Digital Learning and Research	1 GA (work from home)	<ul style="list-style-type: none"> To aid in creating the virtual exhibits and tours of the university To capture the 360 photos and videos To perform tasks that may be assigned
❖ Learning Design	1 SA (work from home)	<ul style="list-style-type: none"> To assist QCT with course development To assist in the UPOU workspace To perform tasks that may be assigned
Office of the University Registrar	1 SA (Physical reporting at UPOU Headquarters)	<ul style="list-style-type: none"> Alphabetizing documents Assistance in filing documents Scanning documents Typing/ Encoding tasks
Office of Student Affairs	1 SA (to be assigned at Mega Learning Hub in Cebu)	<ul style="list-style-type: none"> Provide administrative support to the MLH Coordinator in Cebu, including documentation, records management, and other administrative tasks. Assist with student inquiries related to UPOU at the MLH Support the implementation of student activities conducted at the MLH Perform other tasks as assigned by the Coordinator of the Office of Student Affairs (OSA) related to student support services.
Faculty of Education	1 SA (Physical reporting at UPOU Headquarters)	<ul style="list-style-type: none"> Shred official documents that are no longer needed Digitizing official documents

<p>Faculty of Management and Development Studies</p>	<p>2 SAs</p>	<ul style="list-style-type: none"> • Assist in managing FMDS databases, including FMDS Dashboard, Google Drive, etc. • Assist in the organization and coordination of seminars and lectures, including scheduling and logistical arrangements. • Promote events by sharing event flyers and other promotional materials. • Write news articles covering FMDS events, seminars, lectures, and other noteworthy activities. • Research and interview faculty members and attendees to gather information for articles. • Publish articles on the FMDS website or other relevant platforms. • Assist in FMDS website content improvement and ensure that the microsite is user-friendly and up-to-date. • Maintain records related to seminars, lectures, and events. • Provide regular reports to the supervising faculty member or department head on the progress of tasks, event attendance, and the impact of news articles. • Ensure that all tasks are performed in compliance with university policies and ethical standards.
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