

REGULATION DEPARTMENT – Luzon and Mindanao

EXTERNAL SERVICES

1.1 LICENSE TO OPERATE (LTO) AS TRADER

(Sugar, Molasses, Muscovado & Fructose)

License to Operate as Trader is issued to a qualified applicant to be able to transact or engage in local (Domestic LTO) and/or export/import (International LTO) transactions

engage in local (Domestic LTO) and/or export/import (International LTO) transactions				
Office or Division		ing Division, Regulation Department		
Classification	Complex (New) Simple (Renewal)			
Type of Transaction	G2B-Government to B	Business Entity		
Who may avail:	Any person or business	s entity duly created under the laws of the Philippines		
CHECKLIST OF REQUIREME SETS of COP	•	WHERE TO SECURE		
Notarized Application Form with Passport size ID picture of President/ Authorized Represer *Separate application form for Sugar, M Fructose	ntative)	Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph under Downloads Heading		
Valid Government Issued ID of	Signatory	Applicant		
For Corporation: SEC Registration* Articles of Incorporation and By *Not required for renewal applications of the companion o		Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre- processing		
For Sole Proprietorship: DTI Registration* *Not required for renewal applications of	unless expired or amended	Department of Trade and Industry (DTI) or DTI Negosyo Center		
For Cooperatives: CDA Registration* Articles of Cooperation and By I *Not required for renewal applications of Certificate of Compliance		Cooperative Development Authority (CDA)		
Tax Identification Number		Bureau of Internal Revenue (BIR)		
(Photocopy of TIN ID/BIR Regis *Not required for renewal applications u		Revenue District Office within area of jurisdiction residence/business office		
Business/Mayor's Permit Currer	nt Year(Photocopy)	Local Government (City or Municipality of Business Location)		
		Economic Zones within area of jurisdiction		
Inspection Report of Office/War (For New Applicants)	ehouse	LMD, SRA		
Company ID (Photocopy) and A Authorized Representative (Orig		Applicant		
ITR of previous year & Financia (Photocopy)		BIR		
Track Record of Domestic/Impo (Photo Copy) *For New International LTO Applications	·	Bureau of Customs (BOC), Shipping Lines Sugar Suppliers (Mills, Traders and Producers) Etc.		
Office and Warehouse's Vicinity Contract (if rented) or Tax Decla (Photocopy)	•	Applicant		
Notarized Activity Report *For renewal applications only		Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph		
Photocopy of previous LTO (For LTO Renewal Applications		Applicant		
Certificate of No Pending Tax L	iability from BIR	Applicant		
License Fee		Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit two (2) sets of notarized Application Form with attached requirements to LMD thru SRA Office or thru LMD Official Email/s	Check application and requirements if complete.	None	10 Minutes	LMD Personnel
Prepare office and warehouse for physical/online inspection as per agreed schedule with assigned LMD Personnel (For NEW LTO Applications)	Inspect (physical/ online) the office and warehouse of the applicant	None	1 day including travel time (if physical inspection is within NCR, Regions III & IV) 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) 2 Hours if thru online inspection	LMD Personnel LMD Personnel
	Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) Preparation of Inspection Reports (For NEW LTO Applications) for endorsement to the Administrator		2 days 2 hours	LMD Personnel LMD Personnel RD Manager/ Deputy Administrator/ Administrator
3. Secure Order of Payment (OP) from LMD Personnel/LMD EMail and pay the LTO application fee at Budget and Treasury Division (BTD) or thru Online Banking Transactions	Accept payment with OP and issue OR	P20,000.00 (International with Domestic LTO for Sugar & Molasses Traders) P15,000.00 (Domestic LTO for Sugar & Molasses Traders) P5,000.00 (Upgrade from Domestic to International LTO for Sugar and Molasses Traders) P20,000.00 (International LTO for Fructose Traders) P6,000.00 for Muscovado Traders	5 Minutes 5 Minutes	LMD Personnel Budget Officer/ Cashier-BTD

	3.3. Prepare LTC	None	10 Minutes	LMD Personnel
	3.4 For signature	е	2 Days	RD Manager/ Deputy Administrator/ Administrator
4. Recieve LTO	4. Release LTO t	to None	10 Minutes	LMD Personnel
from LMD	applicant (Thru			
	Pick up/Email if Soft copy/Record	ds		
	if by Mail)			
	•	P20,000.00	New LTO Application	n
		(International with Domestic LTO for	4WD, 4H, 40M to	
		Sugar & Molasses Traders)	7WD, 2H, 40M	
		, , , , , , , , , , , , , , , , , , , ,	depending on the	
		P15,000.00 (Domestic	location of the	
		LTO for Sugar &	applicant if online or	
		Molasses Traders)	physical inspection	
	TOTAL:	P5,000.00 (Upgrade from Domestic to International LTO for Sugar and Molasses Traders)	Renewal Application 2WD and 40M	1
		P20,000.00		
		(International for Fructose Traders)		
		Tradiose Traders		
		P6,000.00 for	Note: WD=Working Days,	
		Muscovado Traders	H=Hours D=Days	



1.2 REGISTRATION FOR WAREHOUSE/STORAGE FOR RAW & REFINED SUGAR

Registration is issued to a qualified applicant for storage of raw and refined sugar

Office or Division	Office or Division Licensing and Monitoring Division, Regulation Department					
Classification	Complex (New)	Simple (Renewal)				
Type of Transaction	G2B-Government to B	usiness Entity				
Who may avail:	Any person or business	entity duly created under the laws of the Philippines				
CHECKLIST OF R (TWO SETS	•	WHERE TO SECURE				
Notarized Application Fo with Passport size ID pic (Owner/President/ Author	cture of Signatory orized Representative)	Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph Applicant				
Valid Government Issue	d ID of Signatory	Applicant				
For Corporation: SEC Registration* Articles of Incorporation *Not required for renewal app amended General Information She	lications unless expired or	Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre- processing				
For Sole Proprietorship DTI Registration* *Not required for renewal app amended		Department of Trade and Industry (DTI) or DTI Negosyo Center Cooperative Development Authority (CDA)				
For Cooperatives: CDA Registration* Articles of Cooperation a *Not required for renewal app amended Certificate of Compliance	lications unless expired or					
Tax Identification Number		Bureau of Internal Revenue (BIR)				
(Photocopy of TIN ID/BII *Not required for renewal appli amended		Revenue District Office that has jurisdiction over place of residence/business office				
Business/Mayor's Permi (Photocopy)	t Current Year	Local Government (City or Municipality of Business Location)				
		Economic Zones with area of jurisdiction				
Inspection Report of Wa (For New Applicants)		LMD, SRA				
Company ID (Photocopy Letter for Authorized Re Copy)	presentative (Original	Applicant				
Office and Warehouse's Vicinity Map & Lease Contract (if rented) or Tax Declaration (if owned) (Photocopy)		Applicant				
Certificate of No Pending	g Tax Liability from	Applicant				
Warehouse Registration	Fee	Applicant				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit two (2) sets of notarized Application Form with attached requirements to LMD thru SRA Office or thru LMD Official Email/s	Check application and requirements if complete.	None	10 Minutes	LMD Personnel
Prepare warehouse for physical/online inspection as per agreed schedule with assigned LMD Personnel (For NEW LTO Applications)	Inspect (physical/ online) the warehouse of the applicant	None	1 day including travel time (if physical inspection is within NCR, Regions III & IV) 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) 2 Hours if thru online	LMD Personnel LMD Personnel
	Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) Preparation of Inspection Reports (For NEW LTO Applications) for endorsement to the Administrator		2 days 2 hours	LMD Personnel LMD Personnel RD Manager/ Deputy Administrator/ Administrator
3. Secure Order of Payment (OP) from LMD Personnel/LMD EMail and pay the LTO application fee at Budget and Treasury Division (BTD) or thru Online Banking Transactions	Accept payment with OP and issue OR	P2,000.00	5 Minutes 5 Minutes	LMD Personnel Budget Officer/ Cashier-BTD

	3.3. Prepare LTO	None	10 Minutes	LMD Personnel
	3.4 For signature		2 Days	RD Manager/ Deputy Administrator/ Administrator
4. Recieve LTO from LMD	4. Release LTO to applicant (Thru Pick up/Email if Soft copy/Records if by Mail)	None	10 Minutes	LMD Personnel

	PhP2,000	New LTO Application 4WD, 4H, 40M to 7WD, 2H, 40M depending on the location of the applicant if online or physical inspection	
TOTAL:		Renewal Application 2WD and 40M	
		Note: WD=Working Days, H=Hours D=Days	



1.3.a. Issuance of Circular Letter for Stop / Lift Order

The Circular Letter for Stop Order is issued to the owners of the sugar quedanpermit or molasses certificates that were lost in their possession.

The Lift Order is issued to the owners of the sugar quedan-permit or molasses certificates after 30 days for issuance of replacement by the sugar mill.

Office or Division		Sugar	ugar Transaction Division			
Classification		Simple	Simple			
Type of Transaction		G2B-0	Government to Business Entity			
			ndividual/partnership or corporation who are owner/s of ugar quedan-permit or molasses certificates			
CHECKLIST OF	REQUIREMENTS			WHERE TO SE	CURE	
Notarized application let (1 Original & 1 Photocop			Applicant/Qu owner	ıedan-permit or m	nolasses certificate	
Affidavit of lost (1 Origin	al)		Applicant/Qu owner	ıedan-permit or m	nolasses certificate	
Certification that the sug withdrawn from the Sug molasses were produce	ar mill of where the			here the sugar/mo	olasses were	
SRA Official Receipt (pa	ayment of fees)		SRA Treasui	ry Division, 2nd F	loor, Annex Bldg.,	
CLIENT STEPS	AGENCY ACTI	ON	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify a check application lead requirements. Prepare Order of Payment (OP)		None	10 Minutes	Regulation Officer Sugar Transaction Division	
Pay application fees to Cashier in Budget & Treasury Division	2. Accept payment OP and issue Offic Receipt (OR)	with ial	₱2,000.00+ 0.10/Kilo	30 Minutes	Cashier Budget & Treasury Division	
3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations	3.1. Accept applica letter and requirem	ents	None	10 Minutes	Secretary Office of Deputy AdmRegulations/ Office of the Manager III- Regulations	
	3.2. Prepare the Ci Letter for initials an signature		None	1 day	Regulation Officer Sugar Transaction Division	
	3.3. Signs/approve Circular Letter	S	None	1 day	Administrator or authorized representative	
	3.4. Release Circular Letter thru registered mail		None	5 Minutes	Records Officer Records Section	
	T	OTAL:	₱2,000.00+ 0.10/Kilo	2 Days 55 Minutes		



1.3.b. Certification of Sugar Quedans and Molasses Storage Certificates

Certification of Sugar Quedans and Molasses Storage Certificates is done through verification and signing of Sugar Quedans and Molasses Storage Certificates by the assigned Regulation Officers at the mill. Through this, the Regulation Officers at the millsite is attesting that the sugar quedan/s and molasses storage certificate/s has a corresponding stocks in the mill warehouse/s and molasses tank/s.

Office/Division:	Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao				
Classification:	Simple				
Type of Transaction:	G2C – Government-to-Ci	tizen; G2B – 0	Government-to-Busir	ness	
Who may avail:	Registered Sugar Mills				
Checklist of	Requirements		Where to Secure	е	
Report (1 original and		Quedan Sec Mindanao	tion of Sugar Mills ir	Luzon &	
Sugar Quedan Listing duplicate copy)	, ,	Quedan Sec Mindanao	ction of Sugar Mills ir	Luzon &	
Sugar Quedans and N Certificates (1 original		Quedan Sec Mindanao	ction of Sugar Mills ir	Luzon &	
Client Steps	Agency Actions	Fees to Processing Person be paid Time Responsible			
Submits production report/ SMS/Quedan listings and Sugar Quedans; and Molasses Storage Certificates to the authorized Regulation Officer at the millsite.	1.1. Checks/reviews and verifies all the submitted documents	None			
	1.2. Certifies/signs sugar quedans and molasses storage certificates	None	4 hours*	Senior SPRO or SPRO III Assigned at the Millsite	
	1.3. Releases the sugar quedans and molasses storage certificates	None	1 hour	Senior SPRO or SPRO III Assigned at the Millsite	
	TOTAL	None	7 hours		

^{*}depending on the number of quedans and molasses storage certificates.

1.3.c. Application for Shipping PermitIssuance of Shipping Permit for coastwise movement of sugar within Philippine Territory.

Office/Division:	Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao				
Classification:	Simple				
Type of Transaction:	G2C – Government-to-Citizen; G2B – Government-to-Business				
Who may avail:	Registered Sugar and Muscov	ado Traders			
Checklis	t of Requirements		Where to Se	cure	
representative of the	be filled-up by the authorized company) (1 original)	and authori Mindanao r	zed Regulation nills		
Original Shipping Pe	r (SRO) (1 photocopy) or rmit in case of re-shipment		for SRO; Point	of Origin	
•	king Reference (1 photocopy)	Shipping Co			
imported) (1 photoco	se of Imported Sugar (if py)	Bldg.		, 1st Floor Main	
photocopy)	resentative with valid ID (1	Transacting	g Company		
SRA Official Receipt	SRA Official Receipt (1 original)		Treasury Division, 2nd Floor, Annex Bldg., and SRA Authorized Collecting Officer in Quezon City and Mindanao mills.		
Client Steps	Agency Actions	Agency Actions Fees to Processing Person be paid Time Responsible			
Applies/Submits application requirements to SRED personnel.	1.1. Checks/evaluates/ verifies documents.	None	2 minutes	SPRO III or SPRO II SRED	
	1.2. Prepares Order of Payment (OP) if documents are complete and endorses OP for approval.	None	2 minutes	SPRO III or SPRO II SRED	
	1.3. Signs the OP	None	1 minute	Chief SPRO SRED	
2. Presents the Order of Payment at the Cashier, Treasury Division, 2nd Flr. Annex Bldg./ Authorized Collecting Officer.	2.1 Checks the Order of Payment .	None	1 minute	Cashier, Treasury Division, 2nd Flr. Annex Bldg./ Authorized Collecting Officer.	
3. Pays for Shipping Permit Fee at the Cashier, Treasury Division, 2nd Flr. Annex Bldg./ SRA Authorized Collecting Officer.	3.1 Receives payment and issues SRA Official Receipt (OR)	₱ 1.50/ Lkg-bag	2 minutes	Cashier Budget & Treasury Division Or SRA Authorized Collecting Officer	

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
4. Returns to SRED and submits 1 photocopy of OR	4.1 Prepares the Shipping Permit	None	10 minutes	SPRO III or SPRO II SRED
	4.2 Signs the Shipping Permit	None	1 minute	Chief SPRO SRED or Manager III Regulation Department or Authorized Senior SPRO or SPRO III & SPRO II in Mindanao mills
5. Receives the Shipping Permit from SRED	Records and releases the Shipping Permit.	None	1 minute	SPRO III or SPRO II SRED
	TOTAL	₱ 1.50/ Lkg-bag	20 minutes	



1.4.a. Collection of Sugar Quedan Fees

Collection of sugar quedans fees also known as sugar liens which includes the Stabilization Fee, Milling Permit Fee, Special Milling Fee, and Monitoring Service Fee for Raw Sugar is imposed on raw sugar quedans covering raw sugar withdrawals and production of mills. Payments of raw sugar quedans are required prior to the withdrawal of physical sugar in the mills.

Office/ Division:	Sugar Regulation and Enfo	orcement Division (SRED)) – Luzon & Mir	ndanao			
Classification:	Simple	Simple					
Type of Transaction:	G2C – Government-to-Citi						
Who may avail:	Registered Sugar Traders,	, Sugar Mills, Planters' As	ssociation, and l	Planters			
Checklist	st of Requirements Where to Secure						
Quedans (1 origin	se Order/s and/ or List of all and 1 duplicate copy)	Sugar Mills					
SRA Official Rece	eipt/s (1 original)	SRA Authorized Collect Officers assigned at the		julation			
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsib le			
1. Submits Raw Sugar SROs with corresponding List of Quedans to the assigned Regulation Officers at the mill.	1.1. Checks/reviews all the submitted documents	None	3 minutes	Senior SPRO or SPRO III Assigned Millsite			
	1.2. Computes corresponding fees to be paid.	None	2 minutes	Senior SPRO or SPRO III Assigned Millsite			
2. Pays liens/ fees due to the authorized Regulation Officers/ Collecting Officers at the mill.	2.1. Issues SRA Official Receipt for the following quedan fees: a) Stabilization Fee b) Special Milling Fee c) Milling Permit Fee d) Monitoring Service Fee for Raw	₱ 0.79052/Lkg-Bag ₱ 0.079052/Lkg-Bag ₱ 0.40/Lkg-Bag ₱ 2.00/Lkg-Bag	5 minutes	Senior SPRO or SPRO III Assigned Millsite			
	2.2. Verifies/signs and releases Raw SROs for withdrawal	None	5 minutes	Senior SPRO or SPRO III Assigned Millsite			
	TOTAL	₱ 3.269572/ Lkg-bag					

1.4.b. Collection of Monitoring Fee (Raw to Refined)Collection of Monitoring Fee (Raw to Refined) is based on the total sugar melted for refining for a given week.

Office/Division:	Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao						
Classification:	Simple						
Type of Transaction:	G2C – Government-to-Citizen; G2B – Government-to-Business						
Who may avail:	Registered Sugar Traders, Sugar Mills, Planters' Association, and Planters						
Checklist	of Requirements		Where to Sec	ure			
	Order/s and/ or List of and 1 duplicate copy)	Sugar Mills					
SRA Official Receipt	s (1 original)	SRA Author millsite	rized Collecting C	Officer at the			
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible			
1. Submits Refined Sugar SROs with corresponding List of Quedans to the assigned Regulation Officers at the mill.	1.1. Checks/reviews all the submitted documents	None	3 minutes	Senior SPRO or SPRO III at the Assigned Millsite			
	1.2. Computes corresponding fees to be paid.	None	2 minutes	Senior SPRO or SPRO III at the Assigned Millsite			
2. Pays monitoring fees due to the authorized Regulation Officers/Collecting Officers at the mill.	2.1. Issues SRA Official Receipt for Monitoring Fee (Raw to Refined)	₱ 2.00/ Lkg-Bag	5 minutes	Senior SPRO or SPRO III at the Assigned Millsite			
	2.2. Verifies/signs and releases Raw SROs for withdrawal	None	5 minutes	Senior SPRO or SPRO III at the Assigned Millsite			
	TOTAL	₱ 2.00/ Lkg-bag	15 minutes				

1.4.c. Collection of Bioethanol Research, Development & Extension Lien, And Bioethanol Monitoring Fee Lien

Pursuant to SRA's mandate under Executive Order No. 18, Series of 1986 and Biofuels Act of 2006, the Bioethanol Research, Development & Extension (BRDE), Liens and Bioethanol Monitoring Fee are collected from all Bioethanol Fuel producers using sugarcane and sugarcane by-products as feedstocks.

Office/Division:	Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao						
Classification:	Simple	Simple					
Type of Transaction:	G2C – Government-to-Citizen; G2B – Government-to-Business						
Who may avail:	Registered Bioethanol	Fuel Producers					
Checklist of	Requirements		Where to Secur				
Billing Statement (1 or	riginal)	SRED – Quezor	n City, 2nd Floor I	Main Bldg.			
SRA Official Receipts	(1 original)	Authorized Colle	n, 2nd Floor Anno ecting Officer assi Producer/sPlants	gned at			
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible			
	1.1. Issues Billing Statement based on the Production Report from the Department of Energy	None	5 minutes	SPRO III SRED – Q.C.			
	1.2. Sends billing statement thru email or personal delivery	None	5 minutes*	Senior SPRO or SPRO III SRED			
2. Pays liens/fees due to the authorized SRA Regulation Officers/ Collecting Officers assigned at Bioethanol Fuel Producers/Plant, or to the Treasury Division, 2nd Floor Annex Bldg.	2.Issues SRA Official Receipt for the following bioethanol liens: a) BRDE Lien b) Bioethanol Monitoring Fee Lien	₱ 0.10/Liter of bioethanol produced ₱ 0.05/Liter of bioethanol produced	5 minutes	Senior SPRO or SPRO III (Authorized Collecting Officer) SRED			
	TOTAL	₱ 0.15/ Liter	15 minutes				

^{*}One day if personal delivery

1.5.a. Issuance of Premix Commodity Release Clearance (PCRC)

The Premix Commodity Release Clearance (PCRC) is issued to the importer and must be surrendered to the Bureau of Customs (BOC) for the release of the imported premix commodity.

Office or Division		Sugar Transaction Division	on	
Classification		Simple		
Type of Transaction		G2G-Government to Gov	vernment	
Who may avail:		Premix Commodity Impo	rters	
CHECKLIST OF R	REQUIREMENTS	WHE	RE TO SECURI	E
Notarized application (1 Original)	etter	Applicant/Importer		
Bill of lading (1 Photod	copy)	Shipping firm		
Commercial invoice (1	Photocopy)	Supplier of the importe	d Premix Commo	odity
Packing list (1 Photoc	ору)	Supplier of the importe	d Premix Commo	odity
Temporary assessment (1 Photocopy)	nt notice	Bureau of Customs (Fo	ormal/Informal Er	ntry Division)
Import declaration (1 F	Photocopy)	Bureau of Customs (Fo	ormal/Informal Er	ntry Division)
Certificate of laborator (1 Photocopy)	y analysis	SRA Laboratory Section	n (Annex Buildin	g Ground Floor)
SRA Official Receipt (payment of fees)	SRA Treasury Division, 2nd Floor, Annex Bldg.,		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present application letter and requirements to Sugar Transaction Division Office	1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP)	None	10 Minutes	Regulation Officer Sugar Transaction Division
2. Pay application fees to Cashier in Budget & Treasury Division	2. Accept payment with OP and issue Official Receipt (OR)	If Sucrose Content is: 0%-₱300/App.; Less than 65%- ₱11.90/Lkg-bag(% Sucrose); Higher than 65%- ₱37.75/Lkg-bag(% Sucrose)	30 Minutes	Cashier Budget & Treasury Division
3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations		None	10 Minutes	Secretary Office of Deputy Adm Regulations/Office of the Manager III- Regulations

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Process/Prepare Certificate	None	1 day	Regulation Officer Sugar Transaction Division
	3.3. Signs/approves Clearance	None	1 day	Administrator or authorized representative.
4. Receive clearance by signing in logbook at the Office of the Manager III-Regulations	4. Release and require client to sign in the logbook	None	5 Minutes	Clerk Office of the Manager III- Regulations
		<u>0%</u> -₱300/APP		
	TOTAL:	<65%-11.90/Lkg-bag (% Sucrose)	2 Days 55 Minutes	
		<u>>65%</u> -₱37.75/Lkg- bag (% Sucrose)		



1.5.b. Issuance of Clearance for Release of Imported Sugar

The Clearance for Release of Imported Sugar is issued to eligible Food processors/ Manufacturers of sugar-based products for export. It must be surrendered to the Bureau of Customs (BOC) for the release of their imported sugar shipment.

Office or Division		Sı	ugar Transaction Division		
Classification		-	mple		
Type of Transacti		_	2G-Government to Govern	ment	
Who may avail:		Fo	ood processors/Manufactu xport		ased products for
CHECKLIST O	F REQUIREMENTS		WHER	E TO SECURE	
Notarized applicati	on letter (1 Original)		Applicant/Importer		
Approved SRA Ce Requirements (1 p			SRA-QC Regulations(Office	ce of the Manag	er III)
Bill of lading (1 Ph	otocopy)		Shipping firm		
Commercial invoic	e (1 Photocopy)		Supplier of the imported s	ugar	
Packing list (1 Pho	tocopy)		Supplier of the imported s	ugar	
SRA Official Recei	pt (payment of fees)		SRA Treasury Division, 2	nd Floor, Annex	Bldg.,
CLIENT STEPS	AGENCY ACTION	ı	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present application letter and requirements to Sugar Transaction Division Office Pay application fees to Cashier in	Evaluate, verify ar check application letter and requirements. Prepart Order of Payment (OP) Accept payment with OP and issue		None Refined-₱33.00/Lkg-bag		Regulation Officer Sugar Transaction Division Cashier Budget &
Budget & Treasury Division	Official Receipt (OR))	Raw-₱30.00/Lkg-bag CBW-₱25.00/Lkg-bag Local Sugar for CBW (D to E)-₱25.00/Lkg-bag		Treasury Division
3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations	3.1. Accept application letter and requirements	i	None		Secretary Office of Deputy AdmRegulation Dept./Office of Manager III- Regulation Dept
	3.2. Process/Prepare clearance	О	None	1 day	Regulation Officer Sugar Transaction Division

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Signs/approves Clearance	None	1 day	Administrator or authorized representative
4. Receive clearance and sign to logbook at the Office of the Manager III-Regulations	4. Release and require client to sign in the logbook	None	5 Minutes	Clerk Office of the Manager III- Regulations
	TOTAL:	<u>Refined</u> -₱33.00/Lkg- bag <u>Raw</u> -₱30.00/Lkg-bag <u>CBW</u> -₱25.00/Lkg-bag <u>Local</u> -₱25.00/Lkg- bag	2 Days 55 Minutes	

1.5.c. Issuance of Clearance for Release of Imported Molasses

The Clearance for Release of Imported Molasses is issued to the registered international molasses traders and must be surrendered with the Bureau of Customs (BOC) for the release of the imported molasses.

Office or Division Su			ugar Transaction Division		
Classification		Sin	mple		
Type of Transaction		G2	2G-Government to Government		
Who may avail:		SR	A registered int	ternational molasse	es traders
CHECKLIST OF I	REQUIREMENTS			WHERE TO SEC	URE
Notarized application let (1 Original)	ter		Applicant/Impo	orter	
Export declaration (1 Ph			Declaration Sy		ated Export
Notarized undertaking (1 Original)		Applicant/Impo	orter	
Bill of lading (1 Photocop	py)		Shipping firm		
Packing list (1 Photocop	y)		Supplier of Imp	oorted Molasses	
Commercial Invoice (1 F	Photocopy)		Supplier of Imp	oorted Molasses	
SRA Official Receipt (pa	yment of fees)		SRA Treasury	Division, 2nd Floo	r, Annex Bldg.,
CLIENT STEPS	AGENCY ACTIO	N	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify a check application leterated and requirements. Prepare Order of Payment (OP)		None	10 Minutes	Regulation Officer Sugar Transaction Division
Pay application fees to Cashier in Budget & Treasury Division	Accept payment with OP and issue Official Receipt (OR)	₱450.00/MT	30 Minutes	Cashier Budget & Treasury Division
verified application	3.1. Accept applicati letter and requirements	ion	None	10 Minutes	Secretary Office of Deputy AdmRegulations/ Office of the Manager III- Regulations
	3.2. Process application, Prepare Certificate)	None	1 day	Regulation Officer Sugar Transaction Division
	3.3. Signs/approves Clearance		None	1 day	Administrator or authorized representative
Receive clearance by signing in logbook at the Office of the Sugar Transaction Division	4. Release and requiclient to sign in the logbook	iire	None	5 Minutes	Clerk Sugar Transaction Division
	TOTAL:		₱450.00/MT	2 Days 55 Minutes	

1.5.d. Issuance of Clearance for Release of Imported Sugar (HFCS Crystalline Fructose)

The Clearance for Release of Imported Sugar (HFCS/Crystalline Fructose) is issued to eligible/registered international trader and must be surrendered with the Bureau of Customs (BOC) for the release of the imported HFCS.

Office or Division S		Sugar Transaction Division		
Classification	S	Simple		
Type of Transaction	G	G2G-Government to Government		
Who may avail:	S	RA registered HFCS International Traders		
CHECKLIST OF R	·		IERE TO SECU	IRE
Notarized application letter	er (1 Original)	Applicant/Importer		
Approved SRA Certificate Requirements (1 photoco		SRA-QC Regulation	ons (Office of the	e Manager III)
Bill of lading (1 Photocop	y)	Shipping firm		
Certificate of origin (1 Ph	otocopy)	Supplier of the imp	orted HFCS/Cry	stallised Fructose
Certificate of analysis (1	Photocopy)	Supplier of the imp	orted HFCS/Cry	ystallised Fructose
Notarized declaration of I Original)	Non GMO/ GMO (1	Applicant/Importer		
Undertaking of compliant Original)	ce to SRA rules (1	Applicant/Importer		
SRA Official Receipt (pay	ment of fees)	SRA Treasury Division, 2/F Annex Bldg.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP)	None	10 Minutes	Regulation Officer Sugar Transaction Division
Pay application fees to Cashier in Budget & Treasury Division	Accept payment with OP and issue Official Receipt (OR)	HFCS-₱30.00/MT Crystalline Fructose-₱36.00/ MT	30 Minutes	Collecting Officer Budget & Treasury Division
3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin Regulations/Manager III-Regulations	requirements	None	10 Minutes	Secretary Office of Deputy Adm Regulations/Office of the Manager III- Regulations
	3.2. Prepare clearance	None	1 day	Regulation Officer Sugar Transaction Division
	3.3. Signs/approves Clearance	None	1 day	Administrator or authorized representative

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		None		Clerk Office of the Manager III- Regulations
	TOTAL:	HFCS-₱30.00/ MT Crystalline Fructose- ₱36.00/MT	2 Days 55 Minutes	



1.5.e. Issuance of Clearance for Muscovado Export

The Clearance for Muscovado Export is issued to the exporter and must be surrendered with the Bureau of Customs (BOC) for the export of muscovado.

Office or Division		Suga	ar Transaction Divi	sion		
Classification		Simp				
Type of Transaction		<u> </u>	G-Government to Government			
Who may avail:			registered musco			
	REQUIREMENTS	10.0.	1	HERE TO SECU	IRF	
Notarized application le (1 Original)			Applicant/Exporte		///C	
Export declaration (1 P			Bureau of Custom Declaration Syste	m) ์	ed Export	
Packing list (1 Photoco	рру)		Applicant/Exporte	r		
Commercial Invoice (1	Photocopy)		Applicant/Exporte			
SRA Official Receipt (p	payment of fees)		SRA Treasury Div	vision, 2/F Annex	Bldg.	
CLIENT STEPS	AGENCY ACTION	ON	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP)		None	10 Minutes	Regulation Officer Sugar Transaction Division	
2. Pay application fees to Cashier in Budget & Treasury Division	Accept payment OP and issue Offic Receipt (OR)		₱480.00/ Application	30 Minutes	Cashier Budget & Treasury Division	
3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations	3.1. Accept applica letter and requirem		None	10 Minutes	Secretary Office of Deputy AdmRegulations/ Office of the Manager III- Regulations	
	3.2. Process application, Prepar Certificate	re	None	8 hours	Regulation Officer Sugar Transaction Division	
	3.3. Signs/approve Clearance	es	None	8 hours	Administrator or authorized representative	
Receive clearance by signing in logbook at the Office of the Sugar Transaction Division	4. Release and red client to sign in the logbook		None	5 Minutes	Secretary Sugar Transaction Division	
	то	TAL:	₱480.00/ Application	2 Days 55 Minutes		

1.5.f. Issuance of Export Clearance for Shipment of "A" or U.S Export Sugar & "D" or World Market Sugar

The Export Clearance is issued to the international traders and must be surrendered to the Bureau of Customs (BOC) for the shipment of the sugar to the U.S.A. or world market.

Office of Division	Office or Division Sug		ugar Transaction Division		
Classification		Sir	mple		
Type of Transaction		G2	2B-Government to Business Entity		
Who may avail:		SR		ort/import sugar	
CHECKLIST OF				WHERE TO SEC	URE
Notarized application le Photocopy)	tter (1 Original & 1		Applicant/Expo	orter	
Export declaration (1 Pr	notocopy)		Bureau of Custo Declaration Sys	oms (E2M Automa tem)	ated Export
Notarized of deed of un	dertaking (1 Original))	Applicant/Expor	ter	
Bill of lading (1 Photoco			Shipping firm		
Commercial Invoice (1 F			Applicant/Expo		
On-line registration USI	OA (1 Photocopy)		United States D	epartment of Agri	iculture
Notice to export and wit Market sugar Only) (1 P			SRA (Licensing	& Monitoring Divi	ision)
Notarized declaration of World Market Sugar onl			Applicant/Exporter		
SRA Official Receipt (pa	ayment of fees)		SRA Treasury Division, 2/F Annex Bldg.		
CLIENT STEPS	AGENCY ACTION	N	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present application	1. Evaluate, verify a		None	10 Minutes	Pegulation Officer
letter and requirements to Sugar Transaction Division Office	check application let and requirements. Prepare Order of Payment (OP)	tter		To williates	Regulation Officer Sugar Transaction Division
to Sugar Transaction	and requirements. Prepare Order of			30 Minutes	Sugar Transaction

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Process application	None	7 hours	Regulation Officer Sugar Transaction Division
	3.3. Prepare Certificate.	None	1 hour	Regulation Officer Sugar Transaction Division
	3.4. Signs/approves Clearance	None	1 day	Administrator or authorized representative
by signing in logbook	4. Release and require client to sign in the logbook	None	5 Minutes	Secretary Sugar Transaction Division
	TOTAL:	₱50.00/MT	2 Days 55 Minutes	

1.5.g. Issuance of Clearance for Withdrawal, Inloading, Outloading and Acknowledgement Receipt of "A" or U.S Export Sugar & "D" or World Market Sugar

The Withdrawal Clearance of the "A" or "D" sugar is issued to the international sugar traders for the withdrawal of the sugar from the sugar mill.

The Inloading Clearance of the "A" or "D" sugar is issued to the international sugar traders for the transfer of the above withdrawn sugar to the bulk sugar terminal.

The Outloading Clearance of the "A" or "D" sugar is issued to the international sugar traders for loading of the sugar from the bulk terminal to the international vessel.

The Acknowledgement Receipt is issued to the international sugar traders that the "A" or "D" sugar quedan portions that were detached from the permit portions is for SRA's proper monitoring, safekeeping and filing purposes.

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Office or Division		Sugar Transaction Division			
Classification		Complex			
Type of Transaction		G2B-Governme	ent to Business En	itity	
Who may avail:		SRA registered	international suga	ar traders	
CHECKLIST OF R	REQUIREMENTS		WHERE TO SE	CURE	
Notarized application let Photocopy)	term (1 Original & 1	Applicant/Tra	der/Exporter		
Affidavit of ownership (1	Original)	Applicant/Tra	der/Exporter		
Physical quedan-permit	portion (All Original)	Sugar Mill of withdrawal	where "A" or "D" s	ugar produced and for	
Listing of quedan-permit	s (2 sets Original)	Applicant/Tra	der/Exporter		
Notice to Withdraw		SRA (Licensi	ng & Monitoring D	ivision)	
Submit soft copy of listin sra.std@yahoo.com	gs c/o	Applicant/Tra	der/Exporter		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP)	None	10 Minutes	Regulation Officer Sugar Transaction Division	
Pay application fees to Cashier in Budget & Treasury Division	2. Accept payment with OP and issue Official Receipt (OR)	None	30 Minutes	Cashier Budget & Treasury Division	
3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin Regulations/Manager III-Regulations		None	10 Minutes	Secretary Office of Deputy AdmRegulations/Office of the Manager III- Regulations	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Process application by Surcharging and signing Quedan-permits Average - 3,000 pcs.	None	7 hours	Regulation Officer Sugar Transaction Division
	3.3. Prepare Certificate.	None	1 hour	Regulation Officer Sugar Transaction Division
	3.4. Signs/approves Clearance	None	1 day	Administrator or authorized representative
Receive clearance and sign to logbook at the Sugar Transaction Division	4. Release and require client to sign in the logbook	None	5 Minutes	Secretary Sugar Transaction Division
	TOTAL:	None	2 Days 55 Minutes	



1.5.h. Issuance of Clearance for Reclassification of Quedan-Permits

The Clearance for Reclassification is issued to sugar traders to reclassify one class of sugar to another class, per Sugar Order approved by the Sugar Board.

1. Present application letter and requirements to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations 3. 2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. 4. Signs/approves Clearance 1. Evaluate, verify and check in Hone and issue of the Sugar Sugar Sugar Divisi None in Minutes 10 Minutes Regulations Sugar Sugar Sugar Sugar Divisi None in Hour Sugar Divisi None Sugar Divisi None in Hour Sugar Divisi None Sugar Divis	<u> </u>	• •		• • • • •		
Type of Transaction Who may avail: SRA registered sugar traders CHECKLIST OF REQUIREMENTS Notarized application letter (1 Original & 1 Photocopy) Affidavit of ownership (1 Original) Purchase order ("D"."-E" only) (1 Photocopy) Purchase order ("D"."-E" only) (1 Photocopy) Food Processor who will purchase the sugar to Trader Physical quedan-permit portion (All Original) Submit soft copy of listings c/o sra.std@yahoo.com Applicant/Trader SRA Official Receipt (payment of fees) CLIENT STEPS AGENCY ACTION 1. Present application letter and requirements to check application letter and requirements to the Sugar Transaction Division Office Pay application fees to Cashie in Budget & Payner (OP) 2. Pay application fees to Cashie in Budget & Payner (OP) 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations/ Manager III-Regulations/ Manager III-Regulations/ Manager III-Regulations/ Al. Signs/approves Clearance G2B-Government to Business Entity WHERE TO SECURE Applicant/Trader Applicant/Trader Applicant/Trader Applicant/Trader Applicant/Trader Applicant/Trader Applicant/Trader Sugar Mill where "D" sugar is produced Sugar Mill where "D" sugar is produced Sugar Mill where "D" sugar is produced Applicant/Trader Applicant/Trader Sugar Mill where "D" sugar is produced Applicant/Trader Sugar Mill where "D" sugar is produced Applicant/Trader Applicant/Trader	Office or Division		Sugai	r Transaction Div	ision	
Who may avail: CHECKLIST OF REQUIREMENTS Notarized application letter (1 Original & 1 Photocopy) Affidavit of ownership (1 Original) Purchase order ("D"."E" only) (1 Photocopy) Food Processor who will purchase the sugar to Trader Sugar Mill where "D" sugar is produced Applicant/Trader Sugar Mill where "D" sugar is produced Applicant/Trader SRA Official Receipt (payment of fees) SRA Treasury Division, 2/F Annex Bldg SRA Treasury Division, 2/F Annex Bldg TIME RES AGENCY ACTION FEES TO BE PROCESSING TIME RES 1. Evaluate, verify and letter and requirements to check application letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to 2. Accept payment with OP and issue Official Receipt (OR) 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3.1. Receive application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.3. Prepare Certificate. None 1 day Adminutes Regulations None 1 day Adminutes Regulations Applicant/Trader Sugar Transaury Division, 2/F Annex Bldg FEES TO BE PROCESSING FEES TO BE PROCESSING PAID III-Re Sugar Transaction None 10 Minutes Cash.	Classification		Comp	olex		
CHECKLIST OF REQUIREMENTS Notarized application letter (1 Original & 1 Photocopy) Affidavit of ownership (1 Original) Applicant/Trader Purchase order ("D"-"E" only) (1 Photocopy) Food Processor who will purchase the sugar to Trader Physical quedan-permit portion (All Original) Sugar Mill where "D" sugar is produced sugar to Trader Submit soft copy of listings c/o sra.std@yahoo.com SRA Official Receipt (payment of fees) CLIENT STEPS AGENCY ACTION 1. Evaluate, verify and letter and requirements to check application letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3. 2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. 3. 4. Signs/approves Clearance WHERE TO SECURE Applicant/Trader Applicant/Trader Applicant/Trader Spod Processor who will purchase the sugar to Trader Spod Processor who will purchase the sugar to Trader Sugar Transer FEES TO BE PROCESSING TREES PRAID I Minutes Regul Sugar Mill where "D" sugar is produced Regul PROCESSING TREES PRAID I Minutes Cashier in Budget & Cashier in	Type of Transaction		G2B-0	Government to B	usiness Entity	
Notarized application letter (1 Original & 1 Photocopy) Affidavit of ownership (1 Original) Purchase order ("D"-"E" only) (1 Photocopy) Physical quedan-permit portion (All Original) Sugar Mill where "D" sugar is produced sugar to Trader Physical quedan-permits (1 Original) Submit soft copy of listings c/o sra.std@yahoo.com Applicant/Trader SRA Official Receipt (payment of fees) CLIENT STEPS AGENCY ACTION 1. Present application letter and requirements to check application letter and requirements to Cashier in Budget & Treasury Division Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3. 2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. 4. Signs/approves Clearance Applicant/Trader Applicant/Trader Sugar Mill where "D" sugar is produced sugar to Trader Sugar Mill where "D" sugar is produced SRA Treasury Division None 10 Minutes Secretary Secretary of Office of Department Secretary Secretary of Minutes Secretary Secretary of Minutes Secretary Secretary of M	Who may avail:		SRA ı	registered sugar	traders	
Photocopy) Affidavit of ownership (1 Original) Applicant/Trader Purchase order ("D"-"E" only) (1 Photocopy) Physical quedan-permit portion (All Original) Sugar Mill where "D" sugar is produced sugar to Trader Sugar Mill where "D" sugar is produced sugar Transaction sugar Transaction sugar Transaction Prepare Order of Payment (OP) 2. Pay application fees to Cashie rin Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3.1. Receive application signing Quedan-permits Average - 2,000 pcs. 3. Process application signing Quedan-permits Average - 2,000 pcs. 3. Prepare Certificate. None 1 hour Regulations author repressions of the produced sugar				V	HERE TO SEC	URE
Purchase order ("D"-"E" only) (1 Photocopy) Food Processor who will purchase the sugar to Trader Physical quedan-permit portion (All Original) Listing of quedan-permits (1 Original) Submit soft copy of listings c/o sra.std@yahoo.com Applicant/Trader SRA Official Receipt (payment of fees) CLIENT STEPS AGENCY ACTION 1. Evaluate, verify and letter and requirements to check application letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations/ 3.1. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. A. Signs/approves Clearance Food Processor who will purchase the sugar to Trader Sugar Mill where "D" sugar is produced Applicant/Trader SRA Treasury Division, 2/F Annex Bldg FEST TO BE PROCESSING FEST OBE PAID None 10 Minutes Sugar Division None 10 Minutes Secretary of Office of Dep. AdminRegulations/ None To hours Regulations Sugar Sugar Division None 1 hour Regulations None 1 hour Regulations Adminutes Sugar Division Sugar Division Adminutes Sugar Division Adminutes Sugar Division Adminutes Sugar Division Sugar Division Adminutes Sugar Division Adminutes Sugar Division Sugar Divis		r (1 Original & 1		Applicant/Trader		
Sugar to Trader Physical quedan-permit portion (All Original) Listing of quedan-permits (1 Original) Submit soft copy of listings c/o sra.std@yahoo.com Applicant/Trader SRA Official Receipt (payment of fees) CLIENT STEPS AGENCY ACTION 1. Present application letter and requirements to Division Office Payment (OP) 2. Pay application fees to Cashier in Budget & Treasury Division Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations/ Manager III-Regulations Sugar Trader Applicant/Trader SRA Treasury Division, 2/F Annex Bidger FEES TO BE PAID FEES TO BE PAID TIME RES Regulation letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & OP and issue Official Receipt (OR) 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations/ Manager III-Regulations Sugar to Trader Applicant/Trader SRA Treasury Division, 2/F Annex Bidger FEES TO BE PAID None 10 Minutes Cashier in Budget &	Affidavit of ownership (1 C	riginal)		Applicant/Trader		
Listing of quedan-permits (1 Original) Submit soft copy of listings c/o sra.std@yahoo.com Applicant/Trader SRA Official Receipt (payment of fees) SRA Treasury Division, 2/F Annex Bldg CLIENT STEPS AGENCY ACTION FEES TO BE PAID 1. Present application letter and requirements to check application letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. Submit Checked and Surcharging and Signing Quedan-permits Average - 2,000 pcs. 3. Prepare Certificate. None 1 Minutes Cash. P3.00/Lkg-bag 30 Minutes Cash. Division None 10 Minutes Cash. None 10 Minutes Cash. None P3.00/Lkg-bag 30 Minutes Cash. None None 10 Minutes Cash. None None 11 Minutes Secretary of Office of Dep. AdminRegulations Regulations None 3. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. Prepare Certificate. None 1 hour Regulations None 1 hour Regulations Regulations None 1 hour Regulations Regulation None 1 hour Regulations Regulation None 1 hour Regulation None 1 hour Regulation None None 1 hour Regulation None N	Purchase order ("D"-"E" o	nly) (1 Photocopy)			who will purchas	se the "D" to "E"
Submit soft copy of listings c/o sra.std@yahoo.com SRA Official Receipt (payment of fees) CLIENT STEPS AGENCY ACTION I. Present application letter and requirements to Sugar Transaction Division Office 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations 3. Process application better and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations 3. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. A. Signs/approves Cliearance AGENCY ACTION FEES TO BE PROCESSING RESULTED PROCESSING PAID PROCESSING PAID PROCESSING PAID PROCESSING PAID PROCESSING PAID None 10 Minutes Cash. Budge Suga 30 Minutes Cash. Budge Cash. Budge None 10 Minutes Cash. Budge None 11 Minutes Secretary Office AdminRegulations None 12 None 13 None 14 None None 15 None 16 None None 17 Nours None	Physical quedan-permit po	ortion (All Original)		Sugar Mill where	"D" sugar is pro	oduced
SRA Official Receipt (payment of fees) SRA Treasury Division, 2/F Annex Bldg CLIENT STEPS AGENCY ACTION FEES TO BE PAID 1. Present application letter and requirements to Sugar Transaction Division Office Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.4. Signs/approves Clearance SRA Treasury Division, 2/F Annex Bldg PROCESSING RES PROCESSING PAID None 10 Minutes Cash Budge Suga Solvisi None 10 Minutes Secretary Division None 10 Minutes Secretary Office of Of Dep. AdminRegulations None 11 Minutes Secretary Division None 12 Minutes Suga Suga Division None 13 Minutes Cash Budge None None 14 Minutes Suga Suga Division None None 15 Hours Regulations None None None None 16 Hours Regulations None	Listing of quedan-permits	(1 Original)		Applicant/Trader		
CLIENT STEPS AGENCY ACTION FEES TO BE PAID 1. Present application letter and requirements to check application letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/Manager III-Regulations 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.4. Signs/approves Clearance PROCESSING TIME Regulation None None 10 Minutes Pa.00/Lkg-bag None 11 Minutes Pa.00/Lkg-bag None 12 Minutes Pa.00/Lkg-bag None None 13 Minutes Pa.00/Lkg-bag None None 14 Minutes Pa.00/Lkg-bag None None None 15 Minutes None None None 16 Minutes None N	Submit soft copy of listings	s c/o sra.std@yaho	o.com	Applicant/Trader		
1. Present application letter and requirements to Sugar Transaction Division Office 2. Pay application fees to Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3. 2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3. 4. Signs/approves Clearance 1. Evaluate, verify and check and None 1. Evaluate, verify and check application letter and requirements. PalD TIME Result III None 10 Minutes Cash. Budg Divisi None 10 Minutes Cash. Budg Divisi None 11 Minutes Secret Office application letter and requirements application letter and requirements application letter and requirements application by Surcharging and signing Quedan-permits Average - 100 pcs. 3. Submit checked and verified application letter and requirements application letter and requirements application by Surcharging and signing Quedan-permits Average - 100 pcs. 3. Submit checked and verified application letter and requirements application letter and requireme	SRA Official Receipt (payr	nent of fees)		SRA Treasury D	ivision, 2/F Anne	ex Bldg.
letter and requirements to Check application letter and requirements. Prepare Order of Payment (OP) 2. Pay application fees to Cashier in Budget & OP and issue Official Receipt (OR) 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.4. Signs/approves Clearance Suga Divisi	CLIENT STEPS	AGENCY ACTION	ON			PERSON RESPONSIBLE
Cashier in Budget & Treasury Division 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.3. Prepare Certificate. 3.4. Signs/approves Clearance OP and issue Official Receipt (OR) None 10 Minutes Secret Office Adm. Regulations None 7 hours Regulations None 1 hour Regulations AdminRegulations None 1 hour Regulations 3.4. Signs/approves Clearance None 1 day Admin author represe	letter and requirements to Sugar Transaction	check application le and requirements. Prepare Order of		None	10 Minutes	Regulation Officer Sugar Transaction Division
verified application letter and requirements letter and requirements Secretary of Office of Dep. AdminRegulations/ Manager III-Regulations 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.3. Prepare Certificate. None 1 hour Regulations None 7 hours Regulations None 1 hour Regulations None None 1 hour Regulations None None 1 hour Regulations None None None 1 day None	Cashier in Budget &	OP and issue Offic		₱3.00/Lkg-bag	30 Minutes	Cashier Budget & Treasury Division
by Surcharging and signing Quedan-permits Average - 2,000 pcs. 3.3. Prepare Certificate. None 1 hour Regu Suga Divisi 3.4. Signs/approves None 1 day Admit Clearance representations.	verified application letter and requirements to the Secretary of Office of Dep. AdminRegulations/	letter and requirements		None	10 Minutes	Secretary Office of Deputy Adm Regulations/.Offic e of the Manager III-Regulations
Suga Divisi 3.4. Signs/approves None 1 day Admir Clearance autho		by Surcharging and signing Quedan-pe	d ermits	None	7 hours	Regulation Officer Sugar Transaction Division
Clearance authorize		3.3. Prepare Certifi	icate.	None	1 hour	Regulation Officer Sugar Transaction Division
4. Receive clearance by 4. Release and require None 5 Minutes Secre				None	1 day	Administrator or authorized representative
signing in logbook at client to sign in the Sugar Transaction logbook Division Office Sugar Transaction	signing in logbook at Sugar Transaction	client to sign in the logbook				Secretary Sugar Transaction Division
TOTAL: ₱3.00/Lkg-bag 2 Days 55 Minutes		TC	OTAL:	₱3.00/Lkg-bag		



1.6.a. Issuance of Certificate of Sugar Requirements-New

The Certificate of Sugar Requirements is issued to eligible Food Processors/ Manufacturers of sugar-based products for export to provide them with sugar at a lower cost in order for their products to be more competitive in the World Market.

Office on Division	·		· - T	Ni. d = i = u	
Office or Division		l -	r Transaction D	DIVISION	
Classification		Comp	olex		
Type of Transaction		G2B-	Government to	Business Entity	
Who may avail:		Food produ	processors acts for export	/Manufacturers	of sugar-based
CHECKLIST OF R				WHERE TO SEC	URE
Notarized application form-CSR (1 Original & 1 Photocopy)		Applicant/Foo	d Processor		
SEC registration (1 Photo	сору)		Securities & E	xchange Commis	sion
BOI registration (1 Photoc	сору)		Board of Inves	stments	
DTI registration (1 Photoc	ору)		Department of	Trade & Industry	
BIR/VAT registration (1 P	hotocopy)		Bureau of Inte	rnal Revenue	
Mayors permit (1 Photoco	ру)		Local Governr	nent (City/Municip	oal Hall)
Industrial Technology Dev (ITDI) certification (1 Phot	velopment Institute ocopy)			nnology Developm Testing Document	
Purchase orders (1 Photo	copy each)		Buyer of Food products	Processor's suga	r-based finished
Previous export documen	ts (1 Photocopy e	ach)	Bureau of Customs		
Process flow (1 Photocop	y)		Applicant/Food Processor		
Custom Bonded Warehou (1 Photocopy)	ise (CBW) accredit	tation	Bureau of Customs		
Schedule of importation (1 Photocopy)		Applicant/Food Processor		
Latest audited financial st	atement (1 Photoc	opy)	Applicant/Food Processor		
On-line registration USFD	Α		United States	Food & Drug Adm	ninistration
Plant visit			SRA- Regulations		
SRA Official Receipt (pay	ment of fees)		SRA Treasury Division, 2/F Annex Bldg.		
CLIENT STEPS	AGENCY ACTI	ON	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present application forms and other requirements to Sugar Transaction Division Office	Evaluate, verify check application and requirements.	letter	None	15 Minutes	Senior Regulation Officer Sugar Transaction Division
2. Submit application forms and other requirements to the Office of Deputy AdmRegulations/Office of the Manager III-Regulations	2.1. Receive appli forms and other requirements	cation	None	5 Minutes	Secretary Office of Deputy Adm Regulations/ Office of the Manager III- Regulations

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Schedule and conduct plant visit	None	22 days Subject to operational schedule of the plant	Deputy Adm Regulations/ Manager III Regulations
	2.3. Endorse volume of Sugar requirement (allocation) for Board Approval	None	1 day	Regulation Officer Sugar Transaction Division
	2.4. Determine and approve volume of Sugar requirement (allocation)	None	22 days	SRA Board
	2.5. Prepare Order of Payment (OP)	None	10 minutes	Regulation Officer Sugar Transaction Division
Pay application fees at the Cashier of Budget & Treasury Division	3.1. Accept payment with OP and issue Official Receipt (OR)	P5,000/ Certificate of Sugar Requirement	25 minutes	Cashier Budget & Treasury Division
	3.2. Prepare Certificate of Sugar Requirement	None	1 day	Senior Regulation Officer Sugar Transaction Division
	3.3. Signs/approves Certificate	None	1 day	Administrator or authorized representative
4. Receive clearance and sign to logbook to the Office of Manager III-Regulations	4. Release and require client to sign in the logbook	None	5 Minutes	Secretary Office of the Manager III- Regulations
	TOTAL:	P5,000/ Certificate of Sugar Requirement	47 days and 1 hour – 3 days and 1 hour is only for processing of the documents up to endorsement to the Sugar Board. Board Meetings would depend on the schedule set for each meeting.	

1.6.b. Issuance of Certificate of Sugar Requirements-Additional

The Certification for Sugar Requirements (additional) is issued to eligible Food processors/Manufacturers of sugar-based products for export to provide them with sugar at a lower cost in order for their products to be more competitive in the World Market.

Office or Division		Sug	ar Transaction D	Division		
Classification		Con	nplex			
Type of Transaction		G2B-Government to Business Entity				
Who may avail:			d processors/M export	anufacturers of su	ugar-based products	
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Notarized application for 1 Photocopy)	orm-CSR (1 Origina	al &	Applicant/Food	Processor		
ITDI certifcation (1 Pho	otocopy)		(Standards & Te	nology Developmen esting Documents)	t Institute	
Bank remittances (1 Pl			Applicant/Food			
Purchase orders (1 Ph	otocopy each)		Buyer of Food F products	Processor's sugar-b	pased finished	
On-line registration US	FDA		United States F	ood & Drug Admini	stration	
Statement of liquidation used as raw material (ır	Bureau of Custo	oms		
Export declarations (1	Photocopy each)		Bureau of Custo	oms		
Export sales invoices (1 Photocopy each)	١	Applicant/Food Processor			
Summary of total expo	rts		Applicant/Food Processor			
Cancellation of bonds	(1 Photocopy)		Bureau of Customs			
Scedule of importation	for the current yea	r	Applicant/Food Processor			
Latest audited financia Photocopy)	l statements (1		Applicant/Food Processor			
Year-end inventory rep	oort		Sugar Regulatory Administration, Regulations			
Declaration of warehou	ıse		Applicant/Food Processor			
SRA Official Receipt (p	payment of fees)		SRA Treasury Division, 2/F Annex Bldg.			
CLIENT STEPS	AGENCY ACTIO	N	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
requirements to	Evaluate, verify check application letter and requirements.	and		15 Minutes	Senior Regulation Officer Sugar Transaction Division	
	2.1. Receive application forms a other requirements		None	5 Minutes	Secretary Office of Deputy AdmRegulations/ Manager III- Regulation Dept	

				///(\\
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Endorse volume of Sugar requirement (allocation) for Board Approval	None	1 day	Deputy Adm Regulation Dept./ Manager III Regulation Dept.
	2.3. Determine and approve volume of Sugar requirement (allocation)	None	22 days (Subject to schedule of SRA Board meeting)	SRA Board
	2.4. Prepare Order of Payment (OP)	None	10 minutes	Regulation Officer Sugar Transaction Division
fees at the	3.1. Accept payment with OP and issue Official Receipt (OR)	P3,000/Certificate of Sugar Requirement (additional)	25 minutes	Cashier Budget & Treasury Division
	3.2. Prepare Certificate of Sugar Requirement	None	1 day	Senior Regulation Officer Sugar Transaction Division
	3.3. Signs/approves Clearance	None	1 day	Administrator or authorized representative
4. Receive clearance and sign to logbook to the Office of Manager III- Regulations	4. Release and require client to sign in the logbook	None	5 Minutes	Secretary Office of the Manager III- Regulations
	TOTAL:	P3,000/Certificate of Sugar Requirement (additional)	25 days and 1 hour 3 days is only for processing of the documents up to endorsement to the Sugar Board. Approval of the Board would depend on the schedule of Board Meeting	



1.6.c. Issuance of Certificate of Origin

The Certificate of Origin is issued to the consignor and the consignee of the shipment of the export sugar or world market sugar indicating the quantity and description of the goods that it is of Philippine origin, production and manufacture.

Office or Division Sugar T		Transaction Division				
Classification		Simple				
Type of Transaction		G2B-G	overnment to Bu	usiness Entity		
Who may avail:		SRA re	gistered interna	tional sugar trad	ers	
	F REQUIREMENT:			WHERE TO SE	CURE	
Notarized application I Photocopy)	etter (1 Original &	1	Applicant/Expo	orter		
SRA Official Receipt (p	payment of fees)		SRA Treasury	Division, 2/F Anı	nex Bldg.	
CLIENT STEPS	CLIENT STEPS AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to Sugar Transaction Division	Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP)		None	10 Minutes	Regulation Officer Sugar Transaction Division	
Pay application fees to Cashier of Budget & Treasury Division	2. Accept paymen OP and issue Offi Receipt (OR)	t with cial	₱0.50/Lkg-bag	30 Minutes	Cashier Budget & Treasury Division	
3. Submit checked and verified application letter and requirements to the Office of Deputy AdmRegulations/Office of Manager III-Regulations	3.1. Receive appli letter and requirer		None	10 Minutes	Secretary Office of Deputy AdmRegulations/ Office of Manager III -Regulations	
	3.2. Process/Prep Certificate	are	None	1 day	Regulation Officer Sugar Transaction Division	
	3.3. Signs/approve Certificate	es	None	1 day	Administrator or authorized representative	
Receive clearance at the Sugar Transaction Division Office	4. Release and re client to sign in the logbook		None	5 Minutes	Secretary Sugar Transaction Division	
		TOTAL:	₱0.50/Lkg- bag	2 Days 55 Minutes		

1.7.a. Issuance of Certificate Exchange Authority (CEA) and Letters to the Mills

The Certificate of Exchange Authority is issued to domestic sugar traders for the swapping of sugar of different classes at different sugar mills or warehouses. The Letters to the Mills is issued to sugar traders for the withdrawal of the swapped sugar covered by the Certificate of Exchange Authority.

		L				
Office or Division		Su	Sugar Transaction Division			
Classification		Sin	Simple			
Type of Transaction		G2	G2B-Government to Business Entity			
Who may avail:		SR	A registered do	mestic sugar trad	ers	
CHECKLIST OF R	EQUIREMENTS		,	WHERE TO SEC	URE	
Notarized application lett (1 Original & 1 Photocop		,	Applicant/Trade	r		
Affidavit of ownership (1	Original)	,	Applicant/Trade	r		
Physical quedan-permit p	portion (All Original)	١	withdrawn	re sugar is produ	ced and to be	
Listing of quedan-permits	· • ,		Applicant/Trade			
Softcopy of listings send sra.std@yahoo.com	to email address:	ľ	Applicant/Trade	r		
SRA Official Receipt (pag	yment of fees)	;	SRA Treasury D	Division, 2/F Anne	ex Bldg.	
CLIENT STEPS	AGENCY ACTION	N	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to the <i>Regulation Officer of</i> Sugar Transaction Division	Evaluate, verify and check applicati letter and requirements. Prepare Order of Payment (OP)	ion	None	10 Minutes	Regulation Officer Sugar Transaction Division	
Pay application fees at the <i>Cashier</i> Budget & Treasury Division	Accept payment with OP and issue Official Receipt (OF		₱1.50/Lkg-bag	30 Minutes	Cashier Budget & Treasury Division	
3. Submit checked and verified application letter and requirements to the Office of Deputy AdmRegulations/Office of Manager III-Regulations	3.1. Accept application letter an requirements	nd	None	10 Minutes	Secretary Office of Deputy AdmRegulations/ Office of Manager III -Regulations	
	3.2. Process application by Surcharging and signing Quedanpermits Average - 2,000 pcs. Prepare Certificate.		None	1 day	Regulation Officer Sugar Transaction Division	
	3.3. Signs/approves Clearance		None	1 day	Administrator or authorized representative	
Receive clearance by signing in the logbook at the Sugar Transaction Division office	require client to sigi in the logbook		None	5 Minutes	Secretary Sugar Transaction Division	
	TOTA	AL:	₱1.50/Lkg-bag	2 Days 55 Minutes		

1.7.b. Issuance of Certificate for Verification of "A" or U.S Export Sugar & "D" or World Market Sugar Quedan-Permits

The Certificate of Verification of "A" or export sugar quedan-permits is issued to exporters who wish to verify sugar-quedan permits of "A" or US Export Sugar and "D" or World Market Sugar

Office or Division		Suç	gar Transaction Di	vision		
Classification		Sim	imple			
Type of Transaction		G2	B-Government to	Business Entity		
Who may avail:		SR	A registered interr	national sugar tra	ders	
CHECKLIST OF F	REQUIREMENTS		M	HERE TO SECU	JRE	
Notarized application let Photocopy)	ter (1 Original & 1		Applicant/Sugar (Quedan Owner		
Physical quedan-permit	portion (All Original)	Sugar Mill where	the "A" or "D" su	gar is produced	
Listing of quedan-permit	ts (1 Original)		Applicant/Sugar (Quedan Owner		
Submit soft copy of listir sra.std@yahoo.com	ngs c/o		Applicant/Sugar (Quedan Owner		
CLIENT STEPS	AGENCY ACTIO	N	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify a check application letter and requirements. Prep Order of Payment (OP)			10 Minutes	Regulation Officer Sugar Transaction Division	
2. Submit checked and verified application letter and requirements to the Office of Deputy Adm Regulations/.Office of the Manager III- Regulations	(OP) 2.1. Accept application letter and requirements		None	10 Minutes	Secretary Office of Deputy Adm Regulations/.Office of the Manager III- Regulations	
	2.2. Process application by Surcharging and signing Quedan- permits Average - 2,000 pcs. Prepare Certificate		None	1 day	Regulation Officer Sugar Transaction Division	
	2.3. Signs/approve Certificate		None	1 day	Administrator or authorized representative	
Receive clearance by signing in logbook at Sugar Transaction Division	3. Release and require client to sig the logbook	n in	None	5 Minutes	Clerk Sugar Transaction Division	
	ТОТ	AL:	None	2 Days 55 Minutes		



The Certificate for Reinstatement of "A" and "D" sugar quedan-permits is issued to registered domestic and international traders, planters or millers that possess "A" or "D" sugar quedan-permits that was not presented for verification in a given specified crop year.

Office or Division	S	Sugar Transaction Division			
Classification	C	Complex			
Type of Transaction	G	G2B-Government to Business Entity			
Who may avail:		SRA registered sug lanters or millers	gar domestic & in	ternational traders,	
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO SEC	URE	
Notarized application lett Photocopy)	er (1 Original & 1	Applicant/Trader			
Physical quedan-permit p	portion (All Original)	Sugar Mill where	the "A" or "D" su	ugar is produced	
Listing of quedan-permits	s (1 Original)	Applicant/Trader			
Submit soft copy of listing sra.std@yahoo.com	gs c/o	Applicant/Trader			
SRA Official Receipt (page	yment of fees)	SRA Treasury Di	ivision, 2/F Anne	x Bldg.	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present application letter and requirements to Sugar Transaction Division Office	Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP)	None	10 Minutes	Regulation Officer Sugar Transaction Division	
Pay application fees to Cashier at Budget & Treasury Division	Accept payment with OP and issue Official Receipt (OR)	₱15.00/Lkg-bag Per Sugar Board Resolution or Sugar Order	30 Minutes	Cashier Budget & Treasury Division	
3. Submit checked and verified application letter and requirements to the Office of Deputy AdmRegulations/.Office of the Manager III-Regulations	3.1. Accept application letter and requirements	None	10 Minutes	Secretary Office of Deputy Adm Regulations/.Office of the Manager III- Regulations	
	3.2. Process application by Surcharging and signing Quedanpermits Average - 2,000 pcs. 3.3. Prepare	None	7 hours 1 hour	Regulation Officer Sugar Transaction Division Regulation Officer	
	Certificate. 3.4. Signs/approves Clearance	None	1 day	Sugar Transaction Division Administrator or authorized	
	Ologianoc			representative	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Release and require client to sign in the logbook	None	5 Minutes	Secretary Sugar Transaction Division
		₱15.00/Lkg-bag Per Sugar Board Resolution or Sugar Order	2 Days 55 Minutes	



Bioethanol Registration is issued to qualified Bioethanol Producers/Manufacturers

Office or Division	Licensing and Monitoring Division, Regulation Department				
Classification	Complex (New & Rene	ewal)			
Type of Transaction	G2B-Government to Business Entity				
Who may avail:	Any person or business	entity duly created under the laws of the Philippines			
CHECKLIST OF R (TWO SETS		WHERE TO SECURE			
Notarized Application Fo with Passport size ID pic (Owner/President/ Author	cture of Signatory	Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph Applicant			
Notarized Letter request	ing Registration	Applicant			
Valid Government Issue	d ID of Signatory	Applicant			
For Corporation: SEC Registration* Articles of Incorporation and By Laws* *Not required for renewal applications unless expired or amended General Information Sheet For Cooperatives:		Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre- processing Cooperative Development Authority (CDA)			
CDA Registration* Articles of Cooperation a *Not required for renewal app amended Certificate of Compliance	lications unless expired or	Cooperative Development Additionly (CD74)			
Tax Identification Number (Photocopy of TIN ID/BII *Not required for renewal appliamended	R Registration 2303)	Bureau of Internal Revenue (BIR) Revenue District Office that has jurisdiction over place of residence/business office			
Business/Mayor's Permi (Photocopy)	t Current Year	Local Government (City or Municipality of Business Location) Economic Zones with Area of Jurisdiction			
Inspection of Bio Ethano (For New Applicants)	l Plant	LMD, SRA			
Company ID (Photocopy Letter for Authorized Re Copy)	presentative (Original	Applicant			
Office and Plants's Vicin Contract (if rented) or Ta owned) (Photocopy)	ax Declaration (if	Applicant			
Sworn Statement by the that feedstocks used are	e locally sourced	Applicant			
Compliance to Monthly submission of SRA Prescribed Matrix for E-Cane Report (Feedstock Utilization Report SRA Forms B-4 to B-7) (Photocopy)		Applicant			
Official Receipts (OR)/ Dofficial Receipts (OR	e SRA Liens (Certified	Applicant			
Certificate of No Pending BIR	g Tax Liability from	Applicant			
Registration Fee		Applicant			

				///////
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit two (2) sets of notarized Application Form with attached requirements to LMD thru SRA Office or thru LMD Official Email/s	Check application and requirements if complete.	None	10 Minutes	LMD Personnel
Prepare office and plant for physical/online inspection as per agreed schedule with assigned LMD Personnel (For NEW LTO Applications)	Inspect (physical/ online) the office and plant of the applicant	None	1 day including travel time (if physical inspection within NCR, Regions III & IV) 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) 2 Hours if thru online	LMD Personnel LMD Personnel
	Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) Preparation of Inspection Reports (For NEW LTO Applications)		2 days 2 hours	LMD Personnel LMD Personnel
	Endorse to Sugar Board for Approval	None	22 days for Board approval	RD Manager/ Deputy
3. Secure Order of Payment (OP) from LMD Personnel/LMD EMail and pay the LTO application fee at Budget and Treasury Division (BTD) or thru Online Banking Transactions	Accept payment with OP and issue OR	P2,000.00	5 Minutes 5 Minutes	Administrator LMD Personnel Budget Officer/ Cashier-BTD

	3.3. Prepare LTO	None	10 Minutes	LMD Personnel
	3.4 For signature		2 Days	RD Manager/ Deputy Administrator/ Administrator
4. Recieve LTO from LMD	4. Release LTO to applicant (Thru Pick up/Email if Soft copy/Records if by Mail)	None	10 Minutes	LMD Personnel

	PhP2,000	New LTO Application 26WD, 4H, 40M to 29WD, 2H, 40M depending on the location of the applicant if online or physical inspection	
TOTAL:		Renewal Application 24WD and 40M Note: WD=Working Days, H=Hours D=Days	

1.9 LICENSE TO OPERATE AS SUGAR MILL/REFINERY

License to Operate as Sugar Mill/Refinery is issued to a qualified applicant to operate a Sugar Milling/Refining Plant.

operate a Sugar Milling/Refining Plant.						
Office or Division	Licensing and M	onitoring Division				
Classification	Highly Technical	(New) Simple (Renewal)				
Type of Transaction	G2B-Governmer	nt to Business Entity				
Who may avail:	Any person or but Philippines	y person or business entity duly created under the laws of the illippines				
CHECKLIST OF REQUIRE SETS of COPII	•	WHERE TO SECURE				
Notarized Application Form with Passport size ID picture (Owner/President/ Authorized Representative) *Separate application form for Mill &	d	Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph Applicant				
For Corporation: SEC Registration* Articles of Incorporation and *Not required for renewal application amended General Information Sheet	•	Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre- processing				
For Sole Proprietorship: DTI Registration* *Not required for renewal application amended	ns unless expired or	Department of Trade and Industry DTI Negosyo Center				
For Cooperatives: CDA Registration* Articles of Cooperation and E *Not required for renewal application amended Certificate of Compliance	•	Cooperative Development Authority				
Business/Mayor's Permit Cu (Photocopy)	rrent Year	Local Government (City or Municipality of Business Location)				
		Economic Zones within area of jurisdiction				
Tax Identification Number (Photocopy of TIN ID/BIR Regis *Not required for renewal application amended		Bureau of Internal Revenue (BIR) Revenue District Office within area of jurisdiction residence/business office				
Profile of Key Officers and Barbon rew LTO Applications only	oard Members	Applicant				
Individual & Corporate Incomwith Audited Financial Stater three (3) consecutive years		Applicant				
Technical Inspection Report *For new LTO Applications only		RDE Technical Services Division and LMD Personnel				
Plant, Office and Warehouse & Copy of Land Title/Tax Decowned) or Lease Contract (if (Photocopy) *Not required for renewal application amended	claration (if rented)	Applicant				
Certificate of No Pending Ta	•	Applicant				
Milling License Fee/Payment short ton)	: (PhP 0.05/	Applicant				

				A ZETMENT OF A GRICULT
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit two (2) sets of notarized Application Form with attached requirements to LMD	Check application and requirements if complete.	None	10 Minutes	LMD Personne
2. Prepare for technical mill inspection as per agreed schedule with LMD/Technical Services Section Research Development and Extension Department (For NEW LTO Applications)	2.1 Conduct technical Inspection	None	1 day including travel time (if physical inspection is within NCR, Regions III & IV) 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV)	LMD & Technical Services Section, Research Development and Extension Dep't.
	Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications)		2 days 2 Days	LMD Personnel
	Preparation of Inspection Report (For NEW LTO Applications) for endorsement to the Administrator		2 Days	NOL
	Endorse to Sugar Board for Approval (For new LTO applications)	None	22 days for Board approval	RD Manager/ Deputy Administrator
3. Secure Order of Payment (OP) from LMD Personnel and Pay the LTO application fee at the Budget and	3.1. Issue OP	PHP .05/short tons	5 Minutes 5 Minutes	LMD Personnel Budget Officer/ Cashier-BTD
Treasury Division (BTD) or thru Online Banking Transactions	3.2 Accept payment with OP and issue OR		3 Williutes	
	3.3. Prepare LTO 3.4 For signature	None	10 Minutes 2 days	LMD Personnel RD Manager/ Deputy Administrator/ Administrator
4. Recieve LTO from LMD	4. Release LTO to applicant (Thru Pick up/ Email if Soft copy/ Records if by Mail)	Nope	10 Minutes	LMD Personnel
	TOTAL:	PHP .05/ short tons (ST) for Sugar Mills	New LTO Application 29WD, 40M to 31WD, 40M depending on the location of the applicant	
		No Fee for Reninery	Renewal Application 2WD and 40M	
			Note: WD=Working Days, H=Hours D=Days	

1.10.a. Sugar Quality and Safety Assessment (PNS/BAFS 81:2018) Analysis of Raw Sugars from Mills

Sugar Mills are required to submit their weekly composite samples to the Laboratory for the monitoring & assessment of sugar quality and safety as produced. Sugar quality and safety conformance is assessed using the Philippine National Standard for Raw Sugar (PNS/BAFS 81:2018). Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is within ten (10) days from start of analysis.

Office or Division:	Laboratory Services Division				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business Entity				
Who May Avail:	Sugar Mills				
CHECKLIST OF	OF REQUIREMENTS WHERE TO SECURE				
Raw Sugar Sample Complete Certificate	(2 Kg) e of Analysis (1	Client's Mill Client's Laborat	ory		
	ginal) cate of Analysis for BIR Client's Laboratory bmission (3 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Submits Raw Sugar sample to the Laboratory Location: Left Wing, Ground Floor, SRA Annex Bldg.	1.1. Evaluates and receives sample if it meets required specification	PHP 2950	10 minutes	Chemist II Sugar Laboratory, Left Wing, Ground Floor, SRA Annex Bldg.	
	1.2. Records sample in the Entry Sheet and assigns sample identification	None	5 minutes	Chemist II Sugar Laboratory	
	1.3. Conducts analysis and computes for tests results	None	4 days	Chemist II & Chemist III Sugar Laboratory	
	1.4. Reviews/ verifies data and computation of results	None	4 days	Chemist III Sugar Laboratory	
	1.5. Prepares Certificate of Analysis and Billing	None	2 days	Chemist II Sugar Laboratory	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
	1.7. Evaluates and certifies prepared Certificate of Analysis and Billing for correctness	None	4 hours	Chemist III Sugar Laboratory
	1.8. Approves Certificate of Analysis	None	10 minutes	Manager III Office of the Manager III, Regulation Dept. – Luzon & Mindanao
	1.9. Submits Certificate of Analysis to Records Section for Releasing	None	10 minutes	Science Aide Sugar Laboratory
	1.10. Issuance of Certificate of Analysis by mail or thru the assigned Mill Regulation Officer	None	10 minutes	Records Officer Records Section, 2nd Floor, Left Wing, SRA Annex Bldg.
то	TAL:	PHP 2950	10 days, 4 hours and 45 minutes	

1.10.b Sugar Quality and Safety Assessment (PNS/BAFS 82:2018) Analysis of White Sugars from Refineries/Mills

Sugar Refineries/Mills are required to submit their weekly composite samples to the Laboratory for the monitoring & assessment of sugar quality and safety as produced. Sugar quality and safety conformance is assessed using the Philippine National Standard for White Sugar (PNS/BAFS 82:2018). Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is within ten (10) days from start of analysis.

Office or Division:	Laboratory Services Division				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Bu	G2B – Government to Business Entity			
Who May Avail:	Sugar Refineries/Mills				
CHECKLIST O	FREQUIREMENTS		WHERE TO SEC	CURE	
White Sugar Sample Complete Certificate	(2 Kg) of Analysis (1 original)	Client's Refir Client's Labo			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits White Sugar sample to the Laboratory Location: Ground Floor, Right Wing, SRA Annex Bldg.	1.1. Evaluates and receives sample if it meets required specification	None	10 minutes	Chemist II Sugar Laboratory	
	1.2. Records sample in the Entry Sheet and assigns sample identification	None	5 minutes	Chemist II Sugar Laboratory	
	1.3. Conducts analysis and computes for tests results	None	4 days	Chemist II & Chemist III Sugar Laboratory	
	1.4. Reviews/ verifies data and computation of results	None	4 days	Chemist III Sugar Laboratory	
	1.5. Prepares Certificate of Analysis	None	2 days	Chemist I or Chemist II Sugar Laboratory	
	1.6. Evaluates and certifies prepared Certificate of Analysis for correctness	None	4 hours	Chemist III Sugar Laboratory	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Approves Certificate of Analysis	None	10 minutes	Manager III Office of the Manager III, Regulation Dept. – Luzon & Mindanao
	1.8. Submits Certificate of Analysis to Records Section for Releasing	None	10 minutes	Science Aide Sugar Laboratory
	1.9. Issuance of Certificate of Analysis by mail or thru the assigned Mill Regulation Officer	None	10 minutes	Records Officer Records Section
TOTAL:	TOTAL:	None	10 days, 4 hours and 45 minutes	

1.10.c Analysis of Pre-mixes, Dry Mixes & Concentrate/Sucrose Analyte

Analysis of Premixes, Dry Mixes and other food concentrates are requirement for issuance of SRA Premix Commodity Release Clearance. Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is within ten (10) days from start of analysis.

Office or Division:	Laboratory Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business Entity			
Who May Avail:	Importers, Brokers			
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE
Request for Premix C Clearance (1 photoco the Licensing & Moni Laboratory	opy) to be submitted by	Licensing & Monitoring Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Coordinate with Regulations Department for sampling schedule (upon receipt of request for clearance from client by Regulations Dept.)	None	10 minutes	Chemist III Sugar Laboratory
	1.2. Conduct site sampling and submit sample to the Laboratory	None	5 days	Chemist I, Chemist II or Chemist III, Sugar Laboratory
2. Client obtains Order of Payment from the Laboratory Location: Right Wing, Ground Floor, SRA Annex Bldg.	2. Issues Order of Payment to the Client	None	10 minutes	Chemist I, Chemist II or Chemist III, Sugar Laboratory
3. Pays the required Analysis Fee Location: Right Wing, 2nd Floor, SRA Annex Bldg.	3.1. Collects required analysis fee from the Client	PHP 3,000	30 minutes	Cashier Treasury Section
	3.2. Records sample in the Entry Sheet and assigns sample identification	None	5 minutes	Chemist II Sugar Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILITI OILFO		BE PAID	TIME	RESPONSIBLE
	3.3. Conducts analysis and computes for tests results	None	4 days	Chemist I, Chemist II & Chemist III Sugar Laboratory
	3.4. Reviews/ verifies data and computation of results	None	4 days	Chemist III Sugar Laboratory
	3.5. Prepares Certificate of Analysis	None	2 days	Chemist II Sugar Laboratory
	3.6. Evaluates and certifies prepared Certificate of Analysis for correctness	None	4 hours	Chemist III Sugar Laboratory
	3.7. Approves Certificate of Analysis	None	10 minutes	Manager III Office of the Manager III, Regulation Dept. – Luzon & Mindanao
	3.8. Submits Certificate of Analysis to Records Section for Releasing	None	10 minutes	Science Aide Sugar Laboratory
4. Client presents Official Receipt to the Records Officer to claim Certificate of Analysis Location: Left Wing, 2nd Floor, SRA Annex Bldg.	4. Issuance of Certificate of Analysis	None	30 minutes	Records Officer Records Section
	TAL:	PHP 3,000	15 days, 5 hours and 45 minutes	

1.10.d. Analysis of Raw Sugar, White Sugar, Muscovado, Molasses, and Other Sugar Products (for Special Samples & Walk-in Clients)

Provision of analytical support services to sugar mills, refineries, traders, sugar planters, industrial users, researchers brokers, and surveyors, other government agencies, and the general public. Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is dependent on the required number of parameter/s of each sample submitted.

Office or Division:	Labora	tory Services Division		
Classification:	Highly	Technical		
Type of Transaction:		C – Government to Citizens B – Government to Business Entity		
Who May Avail:	All			
CHEC	KLIST C	OF REQUIREMENTS	WHERE TO SECURE	
1.1. Sample for Ana	lysis Rav	v Sugar	Client	
Analysis/Te	st	Required Sample Weight]	
Moisture		200 grams		
Polarization		500 grams		
Ash		200 grams		
Color – Whole Ra	W	100 grams	1	
Sucrose		250 grams		
Reducing Sugar		500 grams		
Dextran		200 grams		
pН		250 grams		
Starch		200 grams		
Sulfur Dioxide		200 grams		
1.2. White Sugar				
Analysis/Te	st	Required Sample Weight		
Moisture		250 grams		
Polarization		500 grams		
Ash		250 grams		
Color		250 grams		
Reducing Sugar		250 grams		
Floc Test		2 kilograms		
Sulfur Dioxide		200 grams		
Iron		250 grams		
Microorganism				
Total Mesophil Bacterial Coun		250 grams		
Yeast & Mould		250 grams	1	

CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	η
Thermophilic Spore-	250 grams	Client	
forming Bacteria			
Grist Size	500 grams		
Quaternary Ammonium	250 grams		
Compound (QAC)			
Sediment/ Insoluble Matter	2.5 kilograms		
Turbidity	250 grams		
Appearance	500 grams		
Taste & Odor	250 grams		
Odor upon Acidification	250 grams		
рН	250 grams		
.3. Muscovado			
Analysis/Test	Required Sample Weight		
Moisture	250 grams		
Polarization	500 grams		
Reducing Sugar	500 grams		
Ash	250 grams		
Color	250 grams		
Brix	500 grams		
.4. Molasses			
Analysis/Test	Required Sample Weight		
Brix	1 kilogram		
Polarization	500 grams		
Sucrose	250 grams		
Reducing Sugar	250 grams		
Total Sugar as Invert	250 grams		
Total Sugar as Invert after Hydrolysis	250 grams		
Total Solids/Dry	250 grams		
Substance Ash	250 grams		
Specific Gravity	500 grams		
Refractive Index	250 grams		
Suspended Solids	250 grams		
рН	250 grams	1	

				*
CHECKLIST OF R	REQUIREMENTS		WHERE TO SEC	URE
1.5. Premixes, Dry Mixes	s, Concentrates	Client		
Analysis/Test	Required Sample			
	Weight			
Sucrose	50 grams			
Sucrose with	50 grams			
additional Fructose,				
Glucose, Lactose				

Glucose, Lactose				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits sample to the Laboratory and fills outs Request for Analysis Form Location: Ground Floor, Annex Bldg.	1.1. Evaluates and receives sample if it meets required specification	None	15 minutes	Chemist II Sugar Lab
	1.2. Issues Order of Payment to the Client	None	10 minutes	Chemist II Sugar Lab
2. Pays the required analysis fee at the Cashier Location: Right Wing, 2nd Floor, SRA Annex Bldg.	2.1. Collects required analysis fee from the Client	See Schedule of Fees below	30 minutes	Cashier Treasury Section
	2.2. Records sample in the Entry Sheet and assigns sample identification	None	5 minutes	Chemist II Sugar Lab
	2.3. Conducts analysis and computes for tests results	None	Maximum of 10 days depending on parameter/s required	Chemist I, Chemist II & Chemist III Sugar Lab
	2.4. Reviews/ verifies data and computation of results	None	4 day	Chemist III Sugar Lab
	2.5. Prepares Certificate of Analysis	None	2 day	Chemist II Sugar Lab
	2.6. Evaluates and certifies prepared Certificate of Analysis for correctness	None	4 hours	Chemist III Sugar Lab
	2.7. Approves Certificate of Analysis	None	10 minutes	Manager III Office of the Manager III, Regulation Dept. – Luzon & Mindanao
	2.8. Submits Certificate of Analysis to Records Section for Releasing	None	10 minutes	Science Aide Sugar Lab
3. Client presents Official Receipt to the Records Officer to claim Certificate of Analysis Location: Left Wing, 2nd Floor, Annex Bldg.	3. Issuance of Certificate of Analysis	None	30 minutes	Records Officer Records Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL:		Please Schedule of Fees below	16 days, 5 hours and 50 minutes	

SCHEDULE OF FEES			
Matrix	Analysis / Test	Fee	
Raw Sugar	Moisture	PHP 400	
	Polarization	PHP 400	
	Ash	PHP 400	
	Grain Size	PHP 400	
	Color		
	Affined	PHP 400	
	Whole Raw	PHP 400	
	Sucrose	PHP 650	
	Reducing Sugar	PHP 600	
	Dextran	PHP 1,000	
	pH	PHP 400	
	Starch	PHP 1,600	
	Sulfur Dioxide	PHP 750	
White Sugar	Moisture	PHP 400	
	Polarization	PHP 400	
	Ash	PHP 400	
	Color	PHP 400	
	Reducing Sugar	PHP 600	
	Floc Test	PHP 400	
	Sulfur Dioxide	PHP 750	
	Iron	PHP 750	
	Microorganism		
	Total Mesophilic Bacterial Count	PHP 500	
	Yeast and Moulds	PHP 500	
	Thermophilic Spore-Forming Bacteria	PHP 500	
	Grist Size	PHP 400	
	Quaternary Ammonium Compound (QAC)	PHP 1700	
	Sediment/Insoluble Matter	PHP 600	
	Turbidity	PHP 600	
	Appearance	PHP 400	
	Taste and Odor	PHP 400	
	Odor upon Acidification	PHP 400	
	pH	PHP 400	

SCHEDULE OF FEES				
Matrix	Analysis / Test	Fee		
Muscovado	Moisture	PHP 400		
	Polarization	PHP 400		
	Reducing Sugar	PHP 600		
	Ash	PHP 400		
	Color	PHP 400		
	Brix	PHP 400		
Molasses	Brix	PHP 400		
	Polarization	PHP 400		
	Sucrose	PHP 650		
	Reducing Sugar	PHP 600		
	Total Sugar as Invert	PHP 1,250		
	Total Reducing Sugars after Hydrolysis	PHP 1,250		
	Total Solids / Dry Substance	PHP 700		
	Ash	PHP 400		
	Specific Gravity	PHP 400		
	Refractive Index	PHP 400		
	Suspended Solids	PHP 400		
	pH	PHP 400		
Premixes, Dry	Sucrose	PHP 3,000		
Mixes, Concentrates	with Fructose, Glucose, Lactose (for each additional parameter)	PHP 1,000		
Fees for Complete A	nalysis:	•		
Complete Raw Sugar Dextran)	Analysis (Moisture, Polarization, Color, Sulfur Dioxide,	PHP 2,950		
Complete White Suga Ash, Sulfur Dioxid	ar Analysis (Moisture, Polarization, Color, Reducing Sugar, de)	PHP 2,750		
Complete Molasses A	Analysis (Brix, Polarization, Sucrose, Reducing Sugar, Total Fotal Solids/Dry substance)	PHP 2,500		
Complete Microbiolog	gical Tests (Total Mesophilic Bacterial Count, Yeast and philic Spore-Forming Bacteria)	PHP 1,400		
Rush /Expedite Analy				



1.10.e. Water and Air Emission Analysis

To provide reliable and precise data and results in environmental services to sugar mills/refineries (wastewater and air emissions) and private sectors (water and wastewater) through the use of analytical measurements that is accurate and reliable for the intended purpose.

Office or Division Laboratory Services- Environmental Laboratory	
Classification	Highly Technical
Type of Transaction	G2B-Government to Business Entity G2C – Government to Citizens
Who may avail:	Sugar mills, Refineries, Bioethanol, Distilleries and Walk-In Clients

Required Sampling Volume, Holding Time/Temperature / Proper Labelling and Type of Container / Schedule of Endorsement WATER / WASTEWATER SAMPLE VOLUME (ml) 1. ph 50 2. Total Solids 3. Acidity 4. Total Alkalinity 5. Calcium Hardness 6. Total Hardness 7. Chloride 8. Oil & Grease 9. BOD5 10. COD 11. TSS 12. TDS 12. TDS 12. TDS 13. Phosphorus 14. Ammonia 15. Nitrate 17. Silica 18. Iron 19. Conductivity 200 20. Odor 21. Color 21. Color 21. Color 21. Color 22. Sulfur Dioxide 3. Nitrous Oxide 3. Nitrous Oxide 3. Nitrous Oxide 4. CO	CHECKLIST OF REQ	CHECKLIST OF REQUIREMENTS				
SAMPLE VOLUME (ml) SAMPLE VOLUME (ml)		Laboratory Section Sugar Regulatory				
1. ph 2. Total Solids 3. Acidity 4. Total Alkalinity 5. Calcium Hardness 6. Total Hardness 7. Chloride 8. Oil & Grease 9. BOD5 10. COD 200 11. TSS 12. TDS 12. TDS 12. TDS 12. TDS 13. Phosphorus 14. Ammonia 15. Nitrate 16. Sulfate 17. Silica 18. Iron 19. Conductivity 200 200 21. Color AIR EMISSION 1. PM 2. Sulfur Dioxide 3. Nitrous Oxide	WATER / WASTEWATER		Building, Ground Floor			
5. Ambient Air	 2. Total Solids 3. Acidity 4. Total Alkalinity 5. Calcium Hardness 6. Total Hardness 7. Chloride 8. Oil & Grease 9. BOD5 10. COD 11. TSS 12. TDS 13. Phosphorus 14. Ammonia 15. Nitrate 16. Sulfate 17. Silica 18. Iron 19. Conductivity 20. Odor 21. Color AIR EMISSION 1. PM 2. Sulfur Dioxide 3. Nitrous Oxide 4. CO 	100 200 200 200 200 100 2000 1000 200 20				

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSI BLE
Walk-in Client	SAGE Monitoring Team				
1. Submit samples and fill up the Chain of Custody (COC) at Envilab Section	1. Endorsement/ Submit samples and fill up the Chain of Custody (COC)	1. Evaluates accomplished COC and adequacy of samples as per analytical requirement	None	5 minutes	Chemist/ SSRS (Envilab Section)
2. Pays the analytical fee after the Order of Payment is		For walk-in clients: 2.1. Issues Order of Payment	None	2 minutes	Chemist/ SSRS (Envilab Section)
issued at the Treasury Division		2.2. Accepts payment and issues Official Receipt to the client	None	2 minutes	Cashier/ Treasury Division
		For SAGE samples: 2.3. Issues billing statement to SAGE QA-QC Manager	None	2 minutes	Chemist/ SSRS (Envilab Section)
3. Return to laboratory and presents Official Receipt	None	3.1. Logs the OR# in the chain of custody	None	1 minute	Chemist/ SSRS (Envilab Section)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIB LE
	3.2. Conducts Analysis:			
	Water/Wastewater pH Total Solids Acidity Total Alkalinity Calcium Hardness Total Hardness Chloride Oil & Grease BOD5 COD TSS TDS Phosphorus Ammonia Nitrate Sulfate Silica Iron Conductivity	(Php) 200 500 300 300 300 300 300 300 500 700 500 400 400 400 400 400 200	Maximum of 12 days depending on the requested parameters	Chemist/ SSRS ENVILAB Staff (Envilab Section)
	Odor Color Air Emission Particulate Matter Sulfur Dioxide Nitrous Oxide Carbon Monoxide Ambient Air (PM ₁₀)	200 400 400 700 600 250 400		
	3.3. Reviews/verifies test data and computes for the result	None	30 minutes	Chemist III SSRS (Envilab Section)
	3.4. Prepares test certificate	None	10 minutes	Chemist I Sr. Science Research Specialist (Envilab Section)
	3.5. Review and certifies prepared test certificate/s	None	10 minutes	Chemist III (Envilab Section)
	3.6. Reviews and approves test certificate/s	None	5 minutes	Manager III (Regulation Department)

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.7. For <u>walk-in clients</u> , test certificate is delivered to the Records Section	None	1 minute	Science Aide (Envilab Section)
		3.8. For <u>SAGE samples</u> , test certificate/test report (air emission) is forwarded to SAGE QA/QC Manager for final computation of results and preparation of Environmental Monitoring Report	None	1 minute	Science Aide (Envilab Section)
4. Secures test certificate/s at the Records Section		4. For <u>walk-in clients</u> Verifies client's OR Dry seals and releases test certificate/s	None	1 minute	Records Officer (Records Section)
	TOTAL:		See 3.2. for schedu le of fees	<u>12</u> days <u>1</u> hr <u>16</u> minutes	

^{*}The "Attachment" represents the Service Specification Table Reflecting The Total Processing Hours Per Analyte



SERVICE SPECIFICATION TABLE REFLECTING TOTAL PROCESSING HOURS PER ANALYTE

ANALYTE	Walk-in Clients	SAGE Monitoring Team
<u>WATER /</u> WASTEWATER		
<u>pH</u>	1 hr, 17 mins	1 hr, 13 mins
<u>Total Solids</u>	1 hr, 12 mins	1 hr, 8 mins
Acidity	2 hrs, 7 mins	2 hrs, 3 mins
Total Alkalinity	2 hrs, 7 mins	2 hrs, 3 mins
Calcium Hardness	1 hr, 37 mins	1 hr, 33 mins
Total Hardness	1 hr, 37 mins	1 hr, 33 mins
Chloride	2 hrs, 7 mins	2 hrs, 3 mins
Oil & Grease	3 hrs, 7 mins	3 hrs, 3 mins
BOD5	5 days, 1 hr, 7 mins	5 days, 1 hr, 3 mins
COD	5 hrs, 7 mins	5 hrs, 3 mins
TSS	1 hr, 32 mins	1 hr, 28 mins
TDS	5 hrs, 7 mins	5 hrs, 3 mins
Phosphorus	5 hrs, 7 mins	5 hrs, 3 mins
Ammonia	5 hrs, 7 mins	5 hrs, 3 mins
Nitrate	5 hrs, 7 mins	5 hrs, 3 mins
Sulfate	5 hrs, 7 mins	5 hrs, 3 mins
Silica	5 hrs, 7 mins	5 hrs, 3 mins
Iron	5 hrs, 7 mins	5 hrs, 3 mins
Conductivity	1 hr, 27 mins	1 hr, 23 mins
Odor	1 hr, 17 mins	1 hr, 13 mins
Color	2 hrs, 7 mins	2 hrs, 3 mins
AIR EMISSION		
PM	-	3 days, 1 hr, 3 mins
Sulfur Dioxide	-	4 hrs, 3 mins
Nitrous Oxide	-	9 hrs, 3 mins
CO	-	5 hrs, 3 mins
Ambient Air (PM10)	-	1 day, 1 hr, 3 mins