



REGULATION DEPARTMENT – Visayas

EXTERNAL SERVICES

4.1 LICENSE TO OPERATE (LTO) AS TRADER

(Sugar, Molasses, & Muscovado)



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.

Office or Division	Licensing and Monitoring Division, Regulation Department—Visayas	
Classification	Complex (New)	Simple (Renewal)
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 REQUIREMENTS (TWO SETS of COPIES)	WHERE TO SECURE	
Notarized Application Form with Passport size ID picture of Signatory (Owner/ President/ Authorized Representative) <i>*Separate application form for Sugar, Molasses Muscovado & Fructose</i>	Licensing and Monitoring Division (LMD)-Visayas 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 Laws* <i>*Not required for renewal applications unless expired or amended</i> 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* <i>*Not required for renewal applications unless expired or amended</i>	Department of Trade and Industry (DTI) or DTI Negosyo Center	
For Cooperatives: CDA Registration* Articles of Cooperation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> Certificate of Compliance	Cooperative Development Authority (CDA)	
Tax Identification Number (Photocopy of TIN ID/BIR Registration 2303) <i>*Not required for renewal applications unless expired or amended</i>	Bureau of Internal Revenue (BIR) Revenue District Office within area of jurisdiction residence/business office	
Business/Mayor's Permit Current Year(Photocopy)	Local Government (City or Municipality of Business Location) Economic Zones within area of jurisdiction	
Inspection Report of Office/Warehouse (For New Applicants)	LMD, SRA	
Company ID (Photocopy) and Authorization Letter for Authorized Representative (Original Copy)	Applicant	
ITR of previous year & Financial Statements (Photocopy)	BIR	
Track Record of Domestic/Import/Export Transactions (Photo Copy) <i>*For New International LTO Applications Only</i>	Bureau of Customs (BOC), Shipping Lines Sugar Suppliers (Mills, Traders and Producers) Etc.	
Office and Warehouse's Vicinity Map & Lease Contract (if rented) or Tax Declaration (if owned) (Photocopy)	Applicant	
Notarized Activity Report <i>*For renewal applications only</i>	Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph	
Photocopy of previous LTO (For LTO Renewal Applications)	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	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	Issue OP 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) P6,000.00 for Muscovado Traders	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

TOTAL:	<p>P20,000.00 (International with Domestic LTO for Sugar & Molasses Traders)</p> <p>P15,000.00 (Domestic LTO for Sugar & Molasses Traders)</p> <p>P5,000.00 (Upgrade from Domestic to International LTO for Sugar and Molasses Traders)</p> <p>P6,000.00 for Muscovado Traders</p>	<p>New LTO Application 4WD, 4H, 40M to 7WD, 2H, 40M depending on the location of the applicant if online or physical inspection</p> <p>Renewal Application 2WD and 40M</p> <p><i>Note: WD=Working Days, H=Hours D=Days</i></p>	
---------------	--	--	--

4.2.a. 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) – Visayas			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen; G2B – Government-to-Business			
Who may avail:	Registered Sugar Mills			
Checklist of Requirements		Where to Secure		
Production & Sugar Monitoring System (SMS) Report (1 original and 1 duplicate copy)		Quedan Section of Sugar Mills in Visayas		
Sugar Quedan Listings (1 original and 1 duplicate copy)		Quedan Section of Sugar Mills in Visayas		
Sugar Quedans and Molasses Storage Certificates (1 original)		Quedan Section of Sugar Mills in Visayas		
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. 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	2 hours	<i>Regulation Department Personnel</i> Assigned at the Millsite
	1.2. Certifies/signs sugar quedans and molasses storage certificates	None	4 hours*	<i>Regulation Department Personnel</i> Assigned at
	1.3. Releases the sugar quedans and molasses storage certificates	None	1 hour	<i>Regulation Department Personnel</i> Assigned at
TOTAL		None	7 hours	

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



4.2.b. Application for Shipping Permit

Shipping Permit is issued for coastwise movement of sugar within Philippine Territory.

Office/Division:	Licensing and Monitoring Division (LMD) - Visayas			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen; G2B – Government-to-Business			
Who may avail:	Registered Sugar and Muscovado Traders			
Checklist of Requirements		Where to Secure		
Application Form (to be filled-up by the authorized representative of the company) (1 original)		LMD – Bacolod City, Main Bldg. and authorized Regulation Officers in Visayas mills		
Sugar Release Order (SRO) (1 photocopy) or Original Shipping Permit in case of re-shipment		Sugar Mills for SRO; Point of Origin		
Bill of Lading or Booking Reference (1 photocopy)		Shipping Company		
Clearance for Release of Imported Sugar (if imported) (1 photocopy)		Sugar Transaction Division, SRA-QC, 1st Floor Main Bldg.		
Authorization as Representative with valid ID (1 photocopy)		Transacting Company		
SRA Official Receipt (1 original)		Treasury Division, SRA Bacolod City and SRA Authorized Collecting Officer in Visayas		
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Applies/Submits application requirements to LMD personnel.	1.1. Checks/evaluates/verifies documents.	None	2 minutes	<i>Assigned LMD Personnel</i>
	1.2. Prepares Order of Payment (OP) if documents are complete and endorses OP for approval.	None	2 minutes	<i>Assigned LMD Personnel</i>
	1.3. Signs the OP	None	1 minute	<i>Chief SPRO</i>
2. Presents the Order of Payment to the Authorized Collecting Officer	Checks the Order of Payment .	None	1 minute	SPRO III or SRA Authorized Collecting Officer.
3. Pays for Shipping Permit Fee to the SRA Authorized Collecting Officer.	Receives payment and issues SRA Official Receipt (OR)	₱ 1.50/ Lkg-bag	2 minutes	<i>SRA Authorized Collecting Officer</i>



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



4.3.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 Enforcement Division (SRED) – Visayas			
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 Secure		
List/ Abstract of Quedans (1 original and 1 duplicate copy)		Sugar Mills		
SRA Official Receipt/s (1 original)		SRA Authorized Collecting Officer		
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits Raw Sugar SROs with corresponding List of Quedans to the SRA Authorized Collecting Officer.	1.1. Checks/reviews all the submitted documents	None	3 minutes	SRA Authorized Collecting Officer.
	1.2. Computes corresponding fees to be paid.	None	2 minutes	SRA Authorized Collecting Officer.
2. Pays liens/fees due to the SRA Authorized Collecting Officer.	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	SRA Authorized Collecting Officer
	2.2. Verifies/signs and releases Raw SROs for withdrawal	None	5 minutes	<i>Regulation Personnel Assigned at Millsite</i>
TOTAL		₱ 3.269572/ Lkg-bag	15 minutes	



4.3.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) – Visayas			
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 Secure		
Refined Sugar Release Order/s and/ or List of Quedans (1 original and 1 duplicate copy)		Sugar Mills		
SRA Official Receipts (1 original)		SRA Authorized Collecting Officer at the millsite		
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	SRA Authorized Collecting Officer.
	1.2. Computes corresponding fees to be paid.	None	2 minutes	SRA Authorized Collecting Officer.
2. Pays monitoring fees due to the SRA Authorized Collecting Officer.	2.1. Issues SRA Official Receipt for Monitoring Fee (Raw to Refined)	₱ 2.00/ Lkg-Bag	5 minutes	SRA Authorized Collecting Officer.
	2.2. Verifies/signs and releases Raw SROs for withdrawal	None	5 minutes	<i>Regulation Personnel Assigned at Millsite</i>
TOTAL		₱ 2.00/ Lkg-bag	15 minutes	



4.3.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) – Visayas			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen; G2B – Government-to-Business			
Who may avail:	Registered Bioethanol Fuel Producers			
Checklist of Requirements		Where to Secure		
Billing Statement		SRED – SRA, Bacolod City		
SRA Official Receipts		Treasury Unit, SRA, Bacolod City		
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
	1.1. Issued Billing Statement based on the Production Report from the Department of Energy	None	5 minutes	<i>Chief SPRO, SRED – Visayas</i>
	1.2. Sends billing statement thru email or personal delivery	None	5 minutes*	<i>Assigned SRED Personnel</i>
2. Pays liens/fees to the Treasury Unit, SRA Bacolod City	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	<i>Treasury Unit (Authorized Collecting Officer)</i>
TOTAL		₱ 0.15/ Liter	15 minutes	

*One day if personal delivery



4.4 REGISTRATION OF BIOETHANOL PRODUCER

Bioethanol Registration is issued to qualified Bioethanol Producers/Manufacturers

Office or Division	Licensing and Monitoring Division, Regulation Department-Visayas
Classification	Complex (New & Renewal)
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 REQUIREMENTS (TWO SETS of COPIES)	WHERE TO SECURE
Notarized Application Form with Passport size ID picture of Signatory (Owner/President/ Authorized Representative)	Licensing and Monitoring Division (LMD)-SRA Bacolod City SRA Website www.sra.gov.ph Applicant
Notarized Letter requesting Registration	Applicant
Valid Government Issued ID of Signatory	Applicant
For Corporation: SEC Registration* Articles of Incorporation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> 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 Cooperatives: CDA Registration* Articles of Cooperation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> Certificate of Compliance	Cooperative Development Authority (CDA)
Tax Identification Number (Photocopy of TIN ID/BIR Registration 2303) <i>*Not required for renewal applications unless expired or amended</i>	Bureau of Internal Revenue (BIR) Revenue District Office that has jurisdiction over place of residence/business office
Business/Mayor's Permit Current Year (Photocopy)	Local Government (City or Municipality of Business Location) Economic Zones with Area of Jurisdiction
Inspection of Bio Ethanol Plant (For New Applicants)	LMD, SRA
Company ID (Photocopy) and Authorization Letter for Authorized Representative (Original Copy)	Applicant
Office and Plants's Vicinity Map & Lease Contract (if rented) or Tax Declaration (if owned) (Photocopy)	Applicant
Sworn Statement by the Bioethanol Producer that feedstocks used are 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)/ Deposit Slips as proof of payment for applicable SRA Liens (Certified True Copy by RD-SRED)	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)	LMD Personnel
			3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV)	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	LMD Personnel
			2 hours	LMD Personnel
	Endorse to Sugar Board for Approval	None	22 days for Board approval	RD Manager/ Deputy 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	Issue OP	P2,000.00	5 Minutes	LMD Personnel
	Accept payment with OP and issue OR		5 Minutes	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

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

4.5. 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—Visayas			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business Entity			
Who May Avail:	Sugar Mills			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Raw Sugar Sample (3Kg) Complete Certificate of Analysis (2 original) Certificate of Analysis for BIR Submission (3 original)		Client's Mill Client's Laboratory Client's Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits raw sugar sample to the laboratory location (Sugar Regulatory Administration, Araneta St., Brgy. Singcang, Bacolod City)	1.1. Receives sample, checks sample weight and condition if it meets requires specifications.	PHP 2,950	10 minutes	Lab Aide Lab Tech. II COS Chemist I Sugar Laboratory
	1.2. Assigns sample code number for identification and entry in the computer (spreadsheet software) for record purposes then does the printing.	None	10 minutes	COS Chemist I Sugar Laboratory
	1.3. Identifies/prepares sugar samples.	None	30 minutes	Lab Aide Lab Tech. II Sugar Laboratory
	1.4. Conducts analysis and computes for test results.	None	6 days	Lab Tech. II Chemist II COS Chemist I Sugar Laboratory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Reviews/verifies test data and computation of results.	none	1 day	<i>OIC – Laboratory Services Division</i>
	1.6. Prepares Certificate of Analysis and Billing; certifies Certificate of Analysis None	none	2 days	<i>OIC – Laboratory Services Division</i>
	1.7. Notifies Certificate of Analysis	none	10 minutes	<i>Deputy Administrator II</i> Regulation Dept.
	1.8. Prepares Order of Payment for paying mill.	none	10 minutes	<i>COS Chemist I</i> Sugar Laboratory
	1.9. Receives payment and issues Official Receipt.	none	10 minutes	Treasury Section
	1.10. Releases Certificate of Analysis.	None	10 minutes	<i>Lab Tech. II</i> <i>Chemist II</i> <i>COS Chemist I</i> Sugar Laboratory
TOTAL:		PHP 2,950	9 days, 1 hour and 30 minutes	



4.6. Analysis of Raw 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

Office or Division:	Laboratory Services Division—Visayas																							
Classification:	Highly Technical																							
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business Entity																							
Who May Avail:	All																							
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE																						
1.1. Sample for Analysis Raw Sugar																								
<table border="1"> <thead> <tr> <th>Analysis/Test</th> <th>Required Sample Weight</th> </tr> </thead> <tbody> <tr> <td>Moisture</td> <td>200 grams</td> </tr> <tr> <td>Polarization</td> <td>500 grams</td> </tr> <tr> <td>Ash</td> <td>200 grams</td> </tr> <tr> <td>Color – Whole Raw</td> <td>100 grams</td> </tr> <tr> <td>Sucrose</td> <td>250 grams</td> </tr> <tr> <td>Reducing Sugar</td> <td>500 grams</td> </tr> <tr> <td>Dextran</td> <td>200 grams</td> </tr> <tr> <td>pH</td> <td>250 grams</td> </tr> <tr> <td>Starch</td> <td>200 grams</td> </tr> <tr> <td>Sulfur Dioxide</td> <td>200 grams</td> </tr> </tbody> </table>			Analysis/Test	Required Sample Weight	Moisture	200 grams	Polarization	500 grams	Ash	200 grams	Color – Whole Raw	100 grams	Sucrose	250 grams	Reducing Sugar	500 grams	Dextran	200 grams	pH	250 grams	Starch	200 grams	Sulfur Dioxide	200 grams
Analysis/Test	Required Sample Weight																							
Moisture	200 grams																							
Polarization	500 grams																							
Ash	200 grams																							
Color – Whole Raw	100 grams																							
Sucrose	250 grams																							
Reducing Sugar	500 grams																							
Dextran	200 grams																							
pH	250 grams																							
Starch	200 grams																							
Sulfur Dioxide	200 grams																							
1.2. Muscovado																								
<table border="1"> <thead> <tr> <th>Analysis/Test</th> <th>Required Sample Weight</th> </tr> </thead> <tbody> <tr> <td>Moisture</td> <td>250 grams</td> </tr> <tr> <td>Polarization</td> <td>500 grams</td> </tr> <tr> <td>Reducing Sugar</td> <td>500 grams</td> </tr> <tr> <td>Ash</td> <td>250 grams</td> </tr> <tr> <td>Color</td> <td>250 grams</td> </tr> <tr> <td>Brix</td> <td>500 grams</td> </tr> </tbody> </table>			Analysis/Test	Required Sample Weight	Moisture	250 grams	Polarization	500 grams	Reducing Sugar	500 grams	Ash	250 grams	Color	250 grams	Brix	500 grams								
Analysis/Test	Required Sample Weight																							
Moisture	250 grams																							
Polarization	500 grams																							
Reducing Sugar	500 grams																							
Ash	250 grams																							
Color	250 grams																							
Brix	500 grams																							
		Client																						

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1.3. Molasses			Client			
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 Substance	250 grams					
Ash	250 grams					
Specific Gravity	500 grams					
Refractive Index	250 grams					
Suspended Solids	250 grams					
pH	250 grams					
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON RE-		
1. Submits raw sugar sample to the laboratory location <i>(Sugar Regulatory Administration, Araneta St., Brgy. Singcang,</i>	1.1. Evaluates and receives samples if it meets required specification.	None	15 minutes	<i>Lab Aide Lab Tech. II COS Chemist I</i> Sugar Laboratory		
	1.2. Issues Order of Payment to the client.	None	10 minutes	<i>COS Chemist I</i> Sugar Laboratory		



2. Pays the required analysis fee at the Cashier.	2.1. Collects required analysis fee from the client.	See Schedule of Fees below	30 minutes	<i>Cashier</i> Treasury Section
	2.2. Assigns sample code number for identification and entry in the computer (spreadsheet software) for record purposes then does the printing.	None	10 minutes	<i>COS Chemist I</i> Sugar Laboratory
	2.3. Conducts analysis and computes for test results.	None	Maximum of 8 days depending on the parameter/s required	<i>Lab Tech. II</i> <i>Chemist II</i> <i>COS Chemist I</i> Sugar
	2.4. Reviews/verifies test data and computation of results.	None	1 day	<i>OIC – Laboratory Services Division</i>
	2.5. Notifies Certificate of Analysis	None	10 minutes	<i>Deputy Administrator II</i> Regulation Dept.
	2.6. Releases Certificate of Analysis.	None	10 minutes	<i>Lab Tech. II</i> <i>Chemist II</i> <i>COS Chemist I</i> Sugar
TOTAL:	TOTAL:	Please see Schedule of Fees	Maximum of 9 days, 1 hour, 25 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
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 (TSAI)	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
Fees for complete analysis :		
Complete raw sugar analysis (moisture, polarization, color, sulfur dioxide, dextran)		PHP 2,950
Complete molasses analysis (Brix, polarization, total sugar as invert (TSAI))		PHP 2,050
Rush / Expedite analysis		Regular fee + 50% of regular fee



4.7. Water and Air Emission Analysis

To provide reliable and precise data and results in environmental services to sugar mills/refineries (wastewater and air emissions) through the use of analytical

Office or Division	Laboratory Services- Environmental Laboratory—Visayas	
Classification	Highly Technical	
Type of Transaction	G2B-Government to Business Entity	
Who may avail:	Sugar mills, Refineries, Bioethanol/Distilleries	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Required Sampling Volume, Holding Time/Temperature / Proper Labelling and Type of Container / Schedule of Endorsement		Environmental Laboratory Services <i>Sugar Regulatory Administration</i> <i>Araneta St., Singcang</i> <i>Bacolod City</i>
WATER / WASTEWATER	SAMPLE VOLUME	
1. BOD5	7000	
AIR EMISSION		
1. PM 2. CO	As received	

CLIENT STEPS		AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in Client	SAGE Monitoring Team				
1. Submit samples with Chain of Custody (COC) at Envilab Section	1. Endorsement/ Submit samples with Chain of Custody (COC)	1. Evaluates COC and adequacy of samples as per analytical requirement	None	5 minutes	<i>Chemist/ Chemical Technician</i>
2. Pays the analytical fee after the Order of Payment is issued at the Treasury Division		<u>For walk-in clients:</u> 2.1. Issues Order of Payment 2.2. Accepts payment and issues Official Receipt to the client	None	2 minutes	<i>Chemist/ Chem. Tech</i>
		<u>For SAGE samples:</u> 2.3. Issues billing statement to SAGE Team Leader	None	2 minutes	<i>Cashier/ Treasury Division</i>
			None	2 minutes	<i>Chemist/ Chem. Tech.</i>
3. Return to laboratory and presents Official Receipt	None	3.1. Logs the OR# in the chain of custody	None	1 minute	<i>Chemical Technician</i>
		3.2. Conducts Analysis: <u>Water/Wastewater</u> BOD5 TSS <u>Air Emission</u> Particulate Matter Carbon Monoxide Ambient Air	(Php) 1,000 700 400 250 400	Maximum of 12 days depending on the requested parameters	<i>Chemist/ ENVILAB Staff</i>
		3.3. Reviews/ verifies test data and computes for the result	None	30 minutes	<i>Managing Head/ Laboratory Head</i>
		3.4. Prepares test certificate	None	10 minutes	<i>Chemist/ Envilab Staff</i>
		3.5. Review and certifies prepared test certificate/s	None	10 minutes	<i>M. Head/ Lab. Head</i>
		3.6. Reviews and approves test certificate/s	None	5 minutes	<i>Deputy Admin. II (Regulation Dept.)</i>

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	<i>Envilab Staff</i>
		3.8. For <u>SAGE samples</u> , test certificate/test report (air emission) is forwarded to SAGE Team Leader for final computation of results and preparation of Environmental	None	1 minute	<i>Envilab Staff</i>
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	<i>Records Officer (Records Section)</i>
TOTAL:			See 3.2. for schedule of	<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 / WASTEWATER</u>		
BOD5	5 days, 1 hr, 7 mins	5 days, 1 hr, 3 mins
TSS	1 hr, 32 mins	1 hr, 28 mins
<u>AIR EMISSION</u>		
PM	-	3 days, 1 hr, 3 mins
CO	-	5 hrs, 3 mins
Ambient Air (PM10)	-	1 day, 1 hr, 3 mins