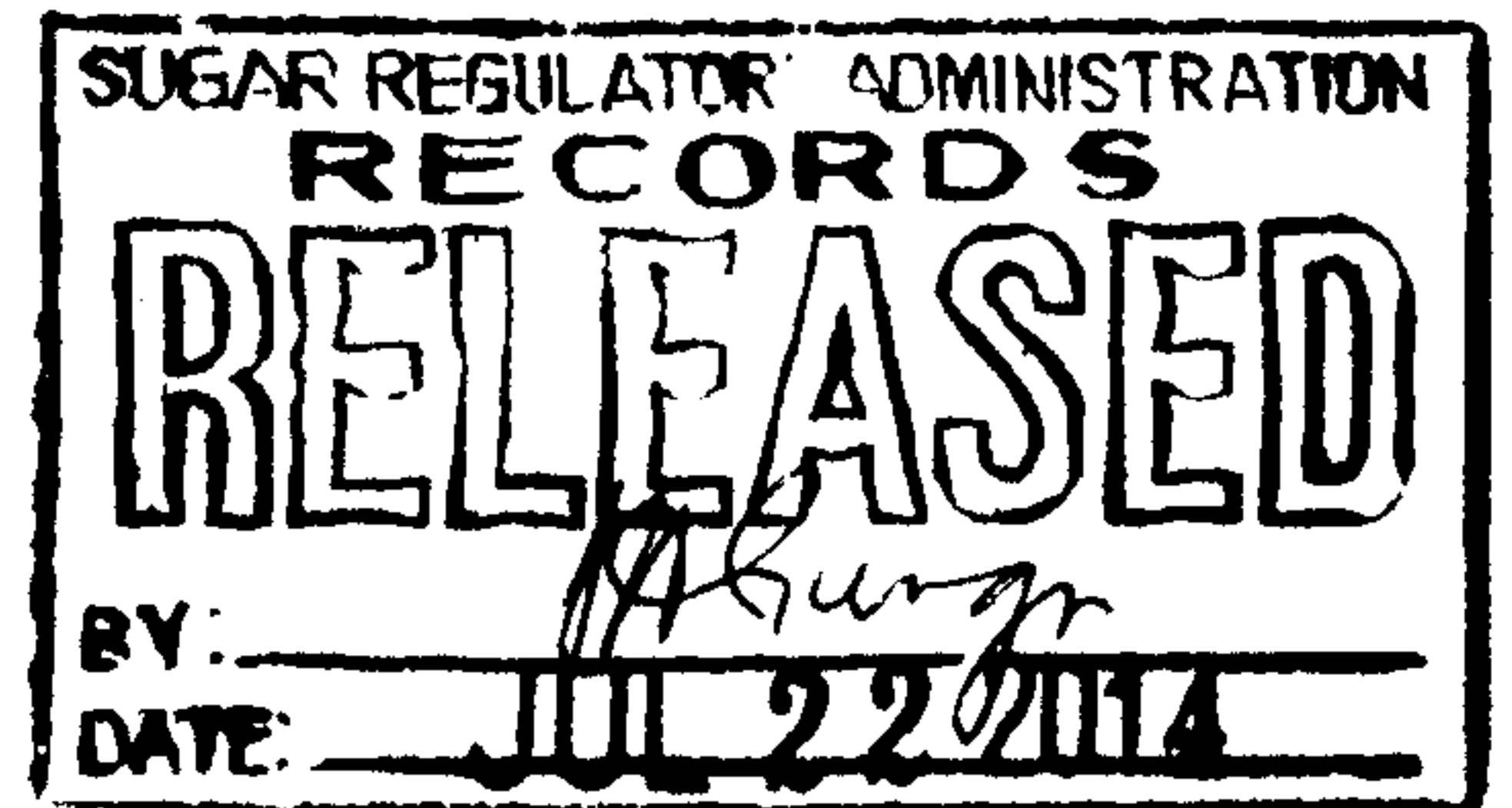




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



July 15, 2014

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CIRCULAR LETTER NO. _____
Series of 2013 - 2014

SUBJECT: PHYSICAL SUGAR STOCK, MOLASSES AND QUEDAN INVENTORY

Pursuant to the policy of the Sugar Regulatory Administration (SRA) to undertake periodic assessments of the CY 2013-2014 sugar/molasses production and withdrawals, the inventory of sugar stocks and quedan-permits of CY 2013-2014/previous crop years, for the purpose of verifying the physical sugar stored at the mill/refinery warehouses and reconciling the same with the quedans that are still outstanding, is hereby to be conducted in all operating sugar mills/refineries on July 28 – August 5, 2014 (schedule of inventory hereto attached) and in accordance with the following:

1. Except as stated in paragraph 2, hereof, an Inventory Team (IT) to witness the inventory for each sugar mill/refinery company is hereby created.

For sugar mills, each IT shall be composed of the authorized representative of the mill company, planters' associations/cooperatives/federations and the authorized SRA representative as team leader. For sugar refineries, each IT shall be composed of the authorized representative of the sugar refinery and the authorized SRA representative as team leader.

The SRA representative, as team leader, shall see to it that each party mentioned herein is properly represented during the duration of the inventory.

2. The Private Surveyor, hired for this purpose shall conduct the physical sugar inventory in the presence of the Inventory Team (IT). After the completion of the physical inventory as certified by the representatives, and the submission of the final report, SRA will pay the Private Surveyor on the actual costs of the surveying services.

The SRA on the other hand, shall bill the concerned mill/refinery companies the cost of the surveying services.

The IT as witness, shall issue the attached certification forms (SRA Inventory Forms A to G) certifying that a physical sugar and molasses stock inventory was conducted on the scheduled date and that each and every measurement was taken in the presence of the



witnesses and the specific dimensions and resultant volume is true and correct to the best of the IT personal knowledge.

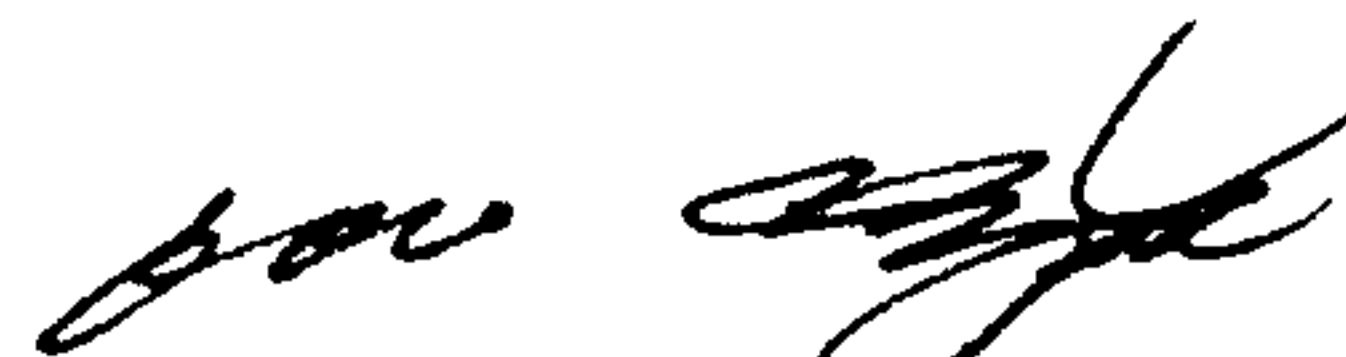

In addition, all sketch plans and raw data sheets duly signed by all representatives should bear the following certifications:

We hereby certify that the above-measurements were taken in our presence and that the same are true and correct to the best of our knowledge.

Signed:

3. There shall be no withdrawal of raw and/or refined sugar and molasses in all mill/refinery warehouses/storage tanks during the entire duration of the physical sugar and molasses stock inventory. Assigned Regulation Officers should take note of the daily withdrawal within the week for both sugar and molasses, prior and after the conduct of inventory so as to facilitate the reconciliation of the balances.
4. The results of the physical sugar stock and molasses inventory and the sugar quedan inventory (to be reflected in the attached SRA forms and duly accomplished and certified by the concerned mill/refinery companies) must be submitted by the Private Surveyor and by the SRA Regulation Officers assigned at the mills/refineries, respectively to the Regulation Department (RD), SRA, Quezon City within Ten (10) calendar days from start of the physical sugar stock inventory.
5. All sugar mills are required to submit to the Regulation Department-SRA a listing of all outstanding quedans as of August 31, 2014, within Fifteen (15) calendar days thereafter.

Strict compliance of all concerned is hereby enjoined.


MA. REGINA BAUTISTA MARTIN
Administrator 

Encl: as stated

SCHEDULE OF PHYSICAL SUGAR STOCK & MOLASSES INVENTORY
CROP YEAR 2013-2014
July 28- August 5, 2014

I. LUZON

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
CARSUMCO	August 5	Nelson Cacayorin Danilo Garcia Ernesto Ortaliz, Jr.	G
CAT	July 28	Edmundo Yasay Celerina Ching Ernesto Ortaliz, Jr.	G
SWEET CRYSTALS (Porac)	July 30	Celerina Ching Arnold de Castro Arnold Jacobe	G
BSCI	July 28	Jilah Cadungon Elizabeth Porciuncula Nenita Apacible	H
CADP	July 31 - August 1	Nenita Apacible Elizabeth Porciuncula Jilah Cadungon	H
PENSUMIL	August 5	Rahman Dunton Edmundo Yasay Arnold de Castro	H

II. MINDANAO

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	July 28, 30	Elisa Lao Joel Araneta	I
CRYSTAL	July 31 - August 1	Lorenzo Garay Daisy Depalubos	I
DASUCECO	July 31	Cresologo Juntilla Marieliz Siman Vision Faith Sangalang	J
COSUCECO	August 1	Lucia Lopez Marieliz Siman Vision Faith Sangalang	J

III. VISAYAS

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
SAGAY	July 29	Wilson Lamig	A
OPTION - MPC	July 29	Wilson Lamig	A
LOPEZ	July 28, 30	Consolacion Herrera Locelle Roquillas Bob Bollon*	B
VMC	July 28, 30-31	Sandra Mercurio Jose Genaro Parroco Bob Bollon*	C
HPCO	July 28, 30	Alan Navales	D
FFHC	July 28	Maricris Rojo Ernesto Albino	A
CACI	July 31 - August 1	Helen Donesa Jorge Alminaza	D
BISCOM	July 31 - August 1	Melchorita Tingson Merlene Lobrido	B
SONEDCO	July 31 - August 1	Joel Elbanbuena Romeo Ombi-on	C
URSUMCO	July 28-29	Jose Gerardo Suarez Elias Pangantihon	E
CAB	July 30-31	Francisco Banlaygas Jose Gerardo Suarez	E
HTCI	August 1	Cecil Tuazon	E
BOMEDCO	July 30	Berwin Buenconsejo	F
HISUMCO	August 1-2	Gino Maginoo Salonga Saturnina Bayona	F
CAPIZ	August 1	Jerry Celo	A
CASA	August 4	Aniano Chavez Mae Mendez	A
PASSI	August 2	Ivy Cababasay Mae Mendez	A

* Bacolod City Subsidiary Warehouse Only

NAME OF MILL: _____

**MILL PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2013-2014**

As of _____

	Bulk (LKg-Bag)	Bagged (LKg-Bag)
I. RAW SUGAR STOCK PRODUCED BY MILL	_____	_____
II. RAW SUGAR STOCK FROM OTHER SOURCES	_____	_____
a. From other Mill/s	_____	_____
b. Imported	_____	_____
Total	_____	_____

Total, Bulk & Bagged (LKg)
(MT)

We hereby certify that as per physical inventory of raw sugar stock at the mill warehouse of _____, the measurements of the bulk/bagged raw sugar are true and correct to the best of our personal knowledge.

*Please include stock profile, computation, etc.

PLANTERS / FEDERATION REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

MILL REPRESENTATIVE

**PRIVATE SURVEYOR
REPRESENTATIVE**

SRA REPRESENTATIVE

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title



NAME OF MILL: _____

RAW SUGAR OUTSTANDING QUEDAN INVENTORY
CROP YEAR 2013 – 2014

As of _____

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unquedanned	Total
2013 - 2014									
2012 - 2013									
2011 - 2012									
2010 - 2011									
2009 - 2010									
Total (MT)									
(LKg)									

We hereby certify that as per record of _____, the abovementioned volumes of outstanding raw quedan-permits as of date hereof are true and correct.

(Name of Mill Company)

Name in Print & Signature

Position / Title

NAME OF REFINERY: _____

**REFINERY PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2013-2014**

As of _____

	VOLUME (LKg-Bag)
I. REFINED SUGAR STOCK	
1. From Raw Mill	_____
2. From Other Sources:	
a. From Other Mill/s	_____
b. Imported	_____
TOTAL	_____

We hereby certify that as per physical inventory of refined sugar stock at the mill warehouse of _____, the measurements of the bagged sugar are true and correct to the best of our personal knowledge.

REFINERY REPRESENTATIVE(S)

**PRIVATE SURVEYOR
REPRESENTATIVE(S)**

SRA REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

NAME OF REFINERY: _____

**REFINERY BOOK INVENTORY
CROP YEAR 2013-2014**

As of _____

		VOLUME (LKg-Bag)
A. REFINED SUGAR STOCK		
I. QUEDANNED		
1. Refined sugar from Raw mill covered by SRO		_____
2. Refined sugar from other sources		_____
a. From Other Mill(s)		_____
b. Imported		_____
	Total	_____
II. UNQUEDANNED		
1. Refined sugar from Raw Mill covered by SRO		_____
2. Refined sugar from Raw Mill not covered by SRO		_____
3. Refined sugar from other sources		_____
a. From other mill(s)		_____
b. Imported		_____
	Total	_____
QUEDANNED & UNQUEDANNED	Grand Total	_____

We hereby certify that as per record of _____, the abovementioned volume of outstanding refined sugar quedan-permits as of date hereof are true and correct to the best of our personal knowledge.

Name of Refinery

By:

Name in Print & Signature

Position / Title

NAME OF MILL/REFINERY: _____

**PHYSICAL RAW & REFINED MOLASSES STOCK INVENTORY
 CROP YEAR 2013-2014**

TOTAL MOLASSES STOCK	VOLUME (M ³)	EQUIVALENT WEIGHT (MT)

We hereby certify that as per physical inventory of molasses stocks at the tanks of _____, the quantity of molasses stated herein and the measurements and analyses attached are true and correct to the best of our personal knowledge.

PLANTERS / FEDERATION REPRESENTATIVE(S)

 Name in Print & Signature

 Name in Print & Signature

 Name in Print & Signature

 Position/Title

 Position/Title

 Position/Title

MILL REPRESENTATIVE

**PRIVATE SURVEYOR
 REPRESENTATIVE**

SRA REPRESENTATIVE

 Name in Print & Signature

 Name in Print & Signature

 Name in Print & Signature

 Position/Title

 Position/Title

 Position/Title

NAME OF MILL/REFINERY: _____

**PHYSICAL MOLASSES STOCK INVENTORY
CROP YEAR 2013-2014**

A. Data Measurement

Tank #	Diameter	Height	Sounding

Reading taken by: _____

B. Analyses

Tank #	Brix	% Pol	AP

Samples taken by: _____

Analyses performed by: _____

C. Results

Tank #	Volume	Specific Gravity	Weight (MT)

*Attach drawings, computations, etc.

NAME OF MILL/REFINERY: _____

**OUTSTANDING MOLASSES CERTIFICATES
CROP YEAR 2013-2014**

As of _____

Molasses Stock (in M.T.) _____

We hereby certify that as per records of _____, the abovementioned volume of outstanding molasses certificates as of date hereof are true and correct to the best of our personal knowledge.

Name of Mill/Refinery

By:

Name in Print & Signature

Position / Title

_____ Date

CERTIFICATION

To Whom It May Concern:

This is to certify that a physical sugar and molasses stock inventory was conducted in our presence by _____ at _____ on _____, as follows:

1.) No. of Warehouse/s with Sugar: _____

Name of Warehouse	Location	Capacity (in LKg.)	Stock (in LKg)
Raw:			
1.			
2.			
3.			
Refined:			
1.			
2.			
3.			

2.) No. of Empty Warehouse/s: _____

Name of Warehouse	Location	Capacity (in LKg.)	
Raw:			
1.			
2.			
3.			
Refined:			
1.			
2.			
3.			

3.) Molasses

Tanks with contents:	Location	Capacity (in LKg.)	Stocks (in LKg)
Empty Tanks:			

This certification is being issued pursuant to Circular Letter No.# _____ series of 2013 – 2014 as witnesses to the said inventory.

PLANTERS' ASSOCIATION / COOPERATIVE REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

MILL/REFINERY REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

**PRIVATE SURVEYOR
REPRESENTATIVE**

SRA REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

