



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION
RELEASED
BY: _____
DATE: JUL 23 2021

MEMO-DEP-REG-2021-Jul-001

July 21, 2021

CIRCULAR LETTER NO. 37
Series of 2020 - 2021

SUBJECT: PHYSICAL SUGAR STOCK, MOLASSES AND QUEDAN-PERMITTS INVENTORY

The inventory of sugar stocks, molasses, and quedan-permits for Crop Year (CY) 2020 - 2021 and previous crop years shall be conducted in all operating sugar mills/refineries on August 23 - 28, 2021 pursuant to the policy of the Sugar Regulatory Administration (SRA) to undertake periodic assessment of the CY 2020 - 2021 sugar/molasses production and withdrawals. The inventory of sugar stock, molasses, and quedan-permits shall be done in accordance with the following guidelines:

1. A Private Surveyor, hired by the Sugar Regulatory Administration (SRA) shall conduct the physical sugar and molasses inventory in the presence of an Inventory Team (IT) created for the purpose.
2. The Inventory Team (IT) referred to above which will witness the inventory for each sugar mill/refinery company shall be composed as follows:
 - 2a. 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.
 - 2b. As for sugar refineries, each IT shall be composed of the authorized representative of the sugar refinery and the authorized SRA representative as a Team Leader.
3. Upon the completion of the physical inventory as certified to by the respective authorized representatives and the submission of the final report, SRA, only after validating the results and on the condition that the manner by which the inventory was conducted had been faithfully executed, shall pay the Private Surveyor the actual cost of the surveying services. The SRA, on the other hand, shall bill the concerned mill/refinery companies the cost of the surveying services.

3a. The IT, as witness, shall issue the herein attached pertinent 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 measurement was taken in the presence of the witnesses, and further that, the specific dimensions and resultant volumes are and correct to their personal knowledge.

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



Management System
ISO 9001:2015

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"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 personal knowledge."

Signed:

4. There shall be no withdrawal of raw sugar and/or refined sugar and molasses from all mill/refinery warehouses/storage tanks for 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.

5. The result of the physical sugar stock and molasses inventory and the sugar quedan-permit inventory (to be reflected on the attached SRA forms and duly accomplished and certified to by the concerned mill/refinery companies) shall be submitted by the Private Surveyor to the SRA Regulation Officers assigned at the mills/refineries, who in turn shall submit the same to the Regulation Department (RD), SRA, Quezon City within fifteen (15) calendar days counted from the start of the physical sugar and molasses stock inventory.

6. The Private Surveyor as well as the mill/refinery company shall keep the SRA, and all its officials and employees free and harmless against any and all claims, loss, damage, injury, cost charges, or liability arising out of or in any way connected with the inventory.

7. In the event that there shall be no interested or hired Private Surveyor to conduct the stock inventory, automatically, the assigned authorized SRA Representative being the Team Leader shall execute the stock taking in the presence and assistance of the authorized representatives of the mill/refinery company and planters' associations/cooperatives/federations, as the case may be.

8. All sugar mills/refineries are required to submit to the Regulation Department (RD)-SRA a listing of all outstanding quedan-permits as of August 31, 2021.

Strict compliance of all concerned is hereby enjoined.

HERMENEGILDO R. SERAFICA
Administrator



Encl: as stated

AUGUST 23-27, 2021

(FOR POSTING PURPOSES AND PREPARATION OF CIRCULAR)

PROPOSED:			
<i>C.Y. 2020-2021 YEAR END SCHEDULE OF PHYSICAL SUGAR STOCKS INVENTORY FOR VISAYAS MILLS</i>			
MILLS	DATE	SURVEYOR	SRA INVENTORY TEAM
SAGAY	AUGUST 23, 2021	A	MARICHU CLAVER DAREEN BANAGLORIOSO
OPTION	AUGUST 23, 2021	A	MYRA ANN MAGSIPOC DAREEN BANAGLORIOSO
LOPEZ	AUGUST 26 & 27, 2021	C	JOSE WILSON LAMIG ENRICO SOBREMISANA JR. DOROTEO LIBA
VMC	AUGUST 26 & 27, 2021	D	BERWIN BUENCONSEJO SHARMAINE PINEDA MARY ANGEL ROSE ASPERA MARK ANTHONY NELMAR
HPCO	AUGUST 26, 2021	A	JOENEL ELBANBUENA MARIA FAITH MOREÑO REGINA VALENCIA
FIRST FARMERS	AUGUST 23, 2021	B	MARICRIS ROJO ENRICO SOBREMISANA JR.
CACI	AUGUST 24 & 25, 2021	C	CRISGEL AUÑGON NATASHA KIM GOCO WILMARK PALACIOS
BISCOM	AUGUST 24 & 25, 2021	D	BERWIN BUENCONSEJO TED FREILAN BANTAD KEESHIA ROSE NACION
SONEDCO	AUGUST 24 & 25, 2021	A	JOENEL ELBANBUENA RAFHAEL BAUTISTA GLENN PAUL LIBOSADA
URSUMCO	AUGUST 23, 2021	E	JERRY CELO KHERLY MAE BATERNA
CAB	AUGUST 24, 2021	E	JERRY CELO KHERLY MAE BATERNA
TOLONG	AUGUST 26, 2021	E	CECIL TUAZON
HDJ-BAYAWAN	AUGUST 27, 2021	E	CECIL TUAZON
CASA	AUGUST 27, 2021	B	IVY CABABASAY MA. LOUNIE MARANAN
PASSI	AUGUST 26, 2021	B	IVY CABABASAY ELIZABETH CELESTIAL MA. LOUNIE MARANAN
CAPIZ	AUGUST 25, 2021	B	MILA SIRA IVY CABABASAY MA. LOUNIE MARANAN
BOMEDCO	AUGUST 24, 2021	F	LOCELLE ROQUILLAS
HISUMCO	AUGUST 26 & 27, 2021	F	MICHELLE ARLAINE AREVALO

Supervision:

JOSE WILSON V. LAMIG
OIC, DIV. CHIEF, SRED - VISAYAS

Noted by:

WILFREDO R. MONARES
OIC, MANAGER III, RD - VISAYAS

Physical Sugar and Molasses Stock Inventory
Crop Year 2020 - 2021
August 23 - 28, 2021


I. LUZON

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
URC - CARSUMCO	August 26 - 28, 2021	ERNESTO ORTALIZ NELSON CACAYORIN ROMUALDO VIJANDRE IV	G
CAT	August 23, 2021	CELERINA CHING ERNESTO ORTALIZ JR. RAHMAN DUNTON	G
URC - SURE Balayan	August 25, 2021	JILAH CADUNGON NELSON CACAYORIN CELERINA CHING ARNOLD DE CASTRO	G
CADPI	August 23 - 24, 2021	ROMUALDO VIJANDRE IV ARNOLD DE CASTRO JILAH CADUNGON LISETTE PINEDA	H
PENSUMIL	August 26 - 28, 2021	RAHMAN DUNTON MARIELIZ SIMAN VISION FAITH SANGALANG LISETTE PINEDA	H

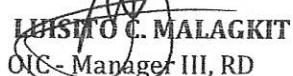
II. MINDANAO

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	August 23 - 24, 2021	ELISA LAO RUDDI CHRIS CAINTIC	I
CRYSTAL	August 25 - 26, 2021	DAISY DEPALUBOS LUCIA LOPEZ	I
DASUCECO	August 28, 2021	LUCIA LOPEZ ELISA LAO	J
COSUCECO	August 27, 2021	RUDDI CHRIS CAINTIC DAISY DEPALUBOS	J

Supervision:


MA. NATALIA R. TASIS
 OIC SRED Luzon and Mindanao

Noted by:


LEONARDO C. MALAGKIT
 OIC - Manager III, RD
 Luzon & Mindanao

NAME OF MILL: _____

LOCATION OF WAREHOUSE: _____

**MILL PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2020 – 2021**

As of _____

	Bulk (Kg)	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	=====	=====

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

PLANTERS/COOPERATIVES/FEDERATIONS REPRESENTATIVE

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position / Title	_____ Position / Title	_____ Position / Title
MILL REPRESENTATIVE(S)	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 MILL: _____

LOCATION OF WAREHOUSE: _____

RAW SUGAR OUTSTANDING QUEDAN INVENTORY
CROP YEAR 2020 – 2021

As of _____

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unque- danned	Total
2020-2021									
2019-2020									
2018-2019									
2017-2018									
Total (MT)									
(Lkg)									

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

By:

(Name of Mill Company)

Name in Print & Signature

Position / Title

NAME OF REFINERY: _____

**REFINERY PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2020 – 2021**

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.

PLANTERS/COOPERATIVES/FEDERATIONS REPRESENTATIVE

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position / Title	_____ Position / Title	_____ Position / Title

MILL REPRESENTATIVE(S)

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 2020 – 2021

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.

By: _____
Name of Refinery

Name in Print & Signature

Position / Title

NAME OF MILL/REFINERY: _____

PHYSICAL RAW AND REFINED MOLASSES STOCK INVENTORY
CROP YEAR 2020 – 2021

As of _____

TOTAL MOLASSES STOCK	VOLUME (cubic meter)	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 analysis attached are true and correct to the best of our knowledge.

PLANTERS/COOPERATIVES/FEDERATIONS REPRESENTATIVE

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position / Title	_____ Position / Title	_____ Position / Title
MILL REPRESENTATIVE(S)	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 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 2020 – 2021**

As of _____

A. Data Measurement

TANK NO.	Diameter	Height	Sounding

Reading taken by: _____

B. Analysis

TANK NO.	Brix	% Pol	Apparent Purity

Samples taken by: _____

Analyses performed by: _____

C. Result

TANK NO.	Volume	Specific Gravity	Weight (MT)

- Attached drawings, computations, etc.

NAME OF MILL/REFINERY: _____

**OUTSTANDING MOLASSES CERTIFICATES
CROP YEAR 2020 – 2021**

As of _____

MOLASSES STOCK (IN METRIC TONS)	
--	--

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 knowledge.

Name of Mill / Refinery

By:

Name in Print & Signature

Position / Title

_____ Date

CERTIFICATION

To Whom It May Concern:

This 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

Tanks with Contents	Location	Capacity (in Lkg)	Stock (in Lkg)
Empty Tanks			

CERTIFICATION

This certification is being issued pursuant to Circular Letter No. _____, series of 2020 – 2021 as witnesses to the said inventory.

PLANTERS/COOPERATIVES/FEDERATIONS 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

SURVEYOR REPRESENTATIVE(S)

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position / Title	_____ Position / Title	_____ Position / Title

SRA REPRESENTATIVE(S)

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position / Title	_____ Position / Title	_____ Position / Title