



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City, Philippines, 1101  
TIN 000-784-336  
Website: <http://www.sra.gov.ph>  
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Tel No. (632) 8929-3633, (632) 3455-2135; (632) 3455-3376



MEMO-REG-SRED-2024-Jun-001

June 25, 2024

**CIRCULAR LETTER NO. 29**  
**Series of 2023 - 2024**

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

The inventory of sugar stocks, molasses, and quedan-permits of Crop Year 2023 - 2024 and previous crop years shall be conducted in all operating sugar mills/refineries on August 5 - 9, 2024 pursuant to the policy of the Sugar Regulatory Administration (SRA) to undertake periodic assessment of the CY 2023 - 2024 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, to be procured 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, supervised by the SRA.
2. The Inventory Team (IT) shall witness the inventory for each sugar mill/refinery company. It 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. 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 completion of the physical inventory as certified to by the respective authorized representatives and the submission of the final report, the SRA, only after validating the results and on the condition that the manner by which the inventory was conducted had been faithfully executed, shall notify the respective sugar mills to pay the Private Surveyor directly, the actual cost of the surveying services. The Private Surveyor, on the other hand, shall bill the concerned mill/refinery companies the cost of the surveying services including additional warehouses and molasses tanks, should there be any, other than those already declared prior to the issuance of this Circular Letter.
  - 3a. For this purpose, the SRA, adopting the recognized mode/s of procurement, shall procure the services of a private surveyor, duly notifying the mills/refineries thereof. Once procured, payment of services of said surveyor shall be in accordance with paragraph 3 hereof.



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3b. 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:

**“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 will 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 suit, claims, loss, damage, injury, cost charges, or liability arising out 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 are required to submit to the Regulation Department (RD)-SRA a listing of all outstanding quedan-permits as of **August 31, 2024**.

Strict compliance of all concerned is hereby enjoined.

Encl: as stated

  
**PABLO LUIS S. AZCONA**  
Administrator  


**PHYSICAL SUGAR AND MOLASSES STOCK INVENTORY  
CROP YEAR 2023-2024  
August 05-09, 2024**

**I. VISAYAS**

<b>MILL / REFINERY</b>	<b>DATE OF INVENTORY</b>	<b>SRA INVENTORY TEAM</b>	<b>SURVEYOR</b>
<b>OPTION</b>	August 05, 2024	Doroteo S. Liba Berwin L. Buenconsejo Mark Anthony L. Nelmar Jimmy S. Ticao Diosdado Marabillo	A
<b>SAGAY</b>	August 05-06, 2024	Doroteo S. Liba Berwin L. Buenconsejo Mark Anthony L. Nelmar Jimmy S. Ticao Diosdado Marabillo	A
<b>LOPEZ</b>	August 08, 2024 (Mill Site) August 09, 2024 (Subsidiary)	Berwin L. Buenconsejo Doroteo S. Liba Jimmy S. Ticao Diosdado Marabillo Anthony P. Polidario	C
<b>VMC</b>	August 08, 2024 (Mill Site) August 09, 2024 (Subsidiary)	Enrico G. Sobremisana Jr. Mark Anthony L. Nelmar Darcen D. Banaglorioso Natasha Kim G. Pesquera Lycel Gwynne B. Tribaco Janice L. Zamora	D
<b>HPCO</b>	August 07, 2024	Sharmaine P. Estoza Doroteo S. Liba Natasha Kim G. Pesquera Mark Anthony L. Nelmar Lycel Gwynne B. Tribaco Janice L. Zamora	A
<b>FIRST FARMERS</b>	August 05, 2024	Darcen D. Banaglorioso Sharmaine P. Estoza Natasha Kim G. Pesquera Lycel Gwynne B. Tribaco Janice L. Zamora Anthony P. Polidario	B
<b>UR-LA CARLOTA</b>	August 06-07, 2024	Marvin T. Rubio Enrico G. Sobremisana Jr. Darcen D. Banaglorioso Natasha Kim G. Pesquera Roselyn N. Dayo	C
<b>BISCOM</b>	August 06-07, 2024	Felip Rene M. Chin Neilmar John M. Tulbo Glenn Paul G. Libosada Joven B. Ticao	D
<b>SONEDCO</b>	August 08, 2024 (Mill Site) August 09, 2024 (Subsidiary)	Felip Rene M. Chin Neilmar John M. Tulbo Glenn Paul G. Libosada Marvin T. Rubio Joven B. Ticao	A

**PHYSICAL SUGAR AND MOLASSES STOCK INVENTORY  
CROP YEAR 2023-2024  
August 03-09, 2024**

**I. VISAYAS**


MILL / REFINERY	DATE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
OPTION	August 05, 2024	Doroteo S. Liba Berwin L. Buenconsejo Mark Anthony L. Nelmar Jimmy S. Ticao Diosdado Marabillo	A
SAGAY	August 05-06, 2024	Doroteo S. Liba Berwin L. Buenconsejo Mark Anthony L. Nelmar Jimmy S. Ticao Diosdado Marabillo	A
LOPEZ	August 08, 2024 (Mill Site) August 09, 2024 (Subsidiary)	Berwin L. Buenconsejo Doroteo S. Liba Jimmy S. Ticao Diosdado Marabillo Anthony P. Polidario	C
VMC	August 08, 2024 (Mill Site) August 09, 2024 (Subsidiary)	Enrico G. Sobremisana Jr. Mark Anthony L. Nelmar Dareen D. Banaglorioso Natasha Kim G. Pesquera Lycel Gwynne B. Tribaco Janice L. Zamora	D
HPCO	August 07, 2024	Sharmaine P. Estoza Doroteo S. Liba Natasha Kim G. Pesquera Mark Anthony L. Nelmar Lycel Gwynne B. Tribaco Janice L. Zamora	A
FIRST FARMERS	August 05, 2024	Dareen D. Banaglorioso Sharmaine P. Estoza Natasha Kim G. Pesquera Lycel Gwynne B. Tribaco Janice L. Zamora Anthony P. Polidario	B
UR-LA CARLOTA	August 06-07, 2024	Marvin T. Rubio Enrico G. Sobremisana Jr. Dareen D. Banaglorioso Natasha Kim G. Pesquera Roselyn N. Dayo	C
BISCOM	August 06-07, 2024	Felip Rene M. Chin Neilmar John M. Tulbo Glenn Paul G. Libosada Joven B. Ticao	D
SONEDCO	August 08, 2024 (Mill Site) August 09, 2024 (Subsidiary)	Felip Rene M. Chin Neilmar John M. Tulbo Glenn Paul G. Libosada Marvin T. Rubio Joven B. Ticao	A

URSUMCO	August 05, 2024	Maria Faith C. Moreño Ted Freilan N. Bantad Kimberly K. Desquitado Jovin Dolar Fritz S. Zamora	E
CAB	August 06, 2024 (Mill Site) August 07, 2024 (Subsidiary)	Maria Faith C. Moreño Ted Freilan N. Bantad Kimberly K. Desquitado Jovin T. Dolar Fritz S. Zamora	E
HDJ-TOLONG	August 08, 2024	Cecil P. Tuazon	E
HDJ-BAYAWAN	August 09, 2024	Cecil P. Tuazon	E
CASA	August 07-08, 2024	Ivy C. Cabasay Elizabeth C. Celestial	B
URC-PASSI	August 09, 2024	Elizabeth C. Celestial Ivy C. Cababasay	B
CAPIZ	August 06, 2024	Milagros C. Sira Elizabeth C. Celestial	B
HISUMCO	August 08-09, 2024	Jerry C. Celo	F


Prepared and submitted by:

  
ENGR. NORMEL L. FAJARITO  
Chief SPRO, SRED - Visayas

Noted by:

  
MR. WILFREDO R. MONARES  
Manager III, Regulation Department - Visayas

Approved by:

  
ATTY. GUILLERMO C. TEJIDA III  
Deputy Administrator I for Regulation Department



**PHYSICAL SUGAR and MOLASSES STOCK INVENTORY**  
**Crop Year 2023-2024**  
**August 5 to 9, 2024**

**I. LUZON**

MILL/REFINERY	DATE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
URC-CARSUMCO	August 8, 2024	Nelson V. Cacayorin John Paul D. Antes Harold R. Mira Jamil Aribon	G
CAT	August 5, 2024	Rahman B. Dunton Antonino Santos Maria Carolina G. Dunton Celerina G. Ching Michael Lester S. Chavez	G
URC-SURE Balayan	August 6, 2024	Arnold A. De Castro Quenie S. De Castro Jan Rupert Garcia Dominador Dayao	H
PENSUMIL	August 8, 2024	Jilah S. Cadungon Maria Natalia R. Tasis Maribel Labanza Sheryl D. Singian	H

**II. MINDANAO**

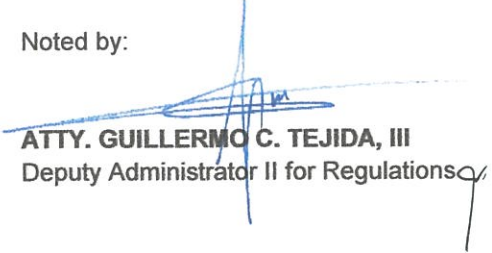
MILL/REFINERY	DATE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	August 5 to 6, 2024	Ruddi Chris L. Caintic Elsa R. Manangan Ian A. Pedalizo Lisette C. Pineda	I
CRYSTAL	August 7 to 8, 2024	Lucia M. Lopez Marieliz M. Siman Ma. Victoria R. Del Rosario	I
DASUCECO	August 9, 2024	Romualdo B. Vijandre IV Marylou Namuco Irina Nica D. Concepcion	J
COSUCECO	August 9, 2024	Daisy R. Depalubos Marieliz M. Siman Carmelita Cajulao	J

Supervision:

  
**ARNULFO L. JACOBE**

OIC - Manager III  
 Regulation Department - Luzon & Mindanao

Noted by:

  
**ATTY. GUILLERMO C. TEJIDA, III**  
 Deputy Administrator II for Regulations

NAME OF MILL: \_\_\_\_\_

LOCATION OF WAREHOUSE: \_\_\_\_\_

**MILL PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2023 - 2024**

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	_____	_____
<b>TOTAL</b>	=====	=====

We hereby certify that as per physical inventory of sugar stock at the mill warehouse of \_\_\_\_\_, the measurement of the bulk/bagged raw 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
<b>MILL REPRESENTATIVE(S)</b>	<b>SURVEYOR REPRESENTATIVE(S)</b>	<b>SRA REPRESENTATIVE(S)</b>
_____ 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 2023 - 2024**

As of \_\_\_\_\_

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unque danned	Total
2023 – 2024									
2022 – 2023									
2021 – 2022									
2020 – 2021									
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

\_\_\_\_\_  
(Name of Mill Company)

By:

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position / Title



NAME OF REFINERY: \_\_\_\_\_

**REFINERY PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2023 - 2024**

As of \_\_\_\_\_

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

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)**

**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 REFINERY: \_\_\_\_\_

**REFINERY BOOK INVENTORY  
CROP YEAR 2023 - 2024**

As of \_\_\_\_\_

	VOLUME (LKg – Bag)
<b>A. REFINED SUGAR STOCK</b>	
<b>I. QUEDANNED</b>	
1. Refined Sugar from Raw Mill covered by SRO	_____
2. Refined sugar from Other Sources	
a. From Other Mill/s	_____
b. Imported	_____
<b>TOTAL</b>	=====
<b>II. UNQUEDANNED</b>	
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	_____
<b>TOTAL</b>	=====
<b>QUEDANNED &amp; UNQUEDANNED Grand Total</b>	=====

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 AND REFINED MOLASSES STOCK INVENTORY  
CROP YEAR 2023 – 2024**

TOTAL MOLASSES STOCK	VOLUME (M <sup>3</sup> )	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/COOPERATIVES/FEDERATIONS REPRESENTATIVES**

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position / Title	_____ Position / Title	_____ Position / Title
<b>MILL REPRESENTATIVE(S)</b>	<b>SURVEYOR REPRESENTATIVE(S)</b>	<b>SRA REPRESENTATIVE(S)</b>
_____ 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 2023 - 2024**

**A. Data Measurement**

TANK NO.	Diameter	Height	Sounding

Reading taken by: \_\_\_\_\_

**B. Analyses**

TANK NO.	Brix	% Pol	AP

Samples taken by: \_\_\_\_\_

Analyses performed by: \_\_\_\_\_

**C. Results**

TANK NO.	Volume	Specific Gravity	Weight (MT)

\*Attached drawings, computations, etc.

NAME OF MILL/REFINERY: \_\_\_\_\_

**OUTSTANDING MOLASSES CERTIFICATES  
CROP YEAR 2023 – 2024**

As of \_\_\_\_\_

<b>MOLASSES STOCK (IN METRIC TONS)</b>	
--	--

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 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)
<b>RAW:</b>			
1.			
2.			
3.			
<b>REFINED:</b>			
1.			
2.			
3.			

2.) No. of Empty Warehouse/s: \_\_\_\_\_

Name of Warehouse	Location	Capacity (in LKg)
<b>RAW:</b>		
1.		
2.		
3.		
<b>REFINED:</b>		
1.		
2.		
3.		

3.) Molasses Tanks

Tanks with Contents:	Location	Capacity (in LKg)	Stock (in LKg)
<b>Empty Tanks:</b>			



## CERTIFICATION

This certification is being issued pursuant to Circular Letter No. \_\_\_\_\_, Series of 2023 – 2024 as witnesses to the said inventory.

### PLANTERS/COOPERATIVE/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