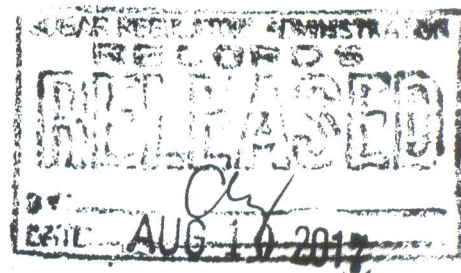




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



**MEMO-REG-SRE-2017-Aug-001**

August 1, 2017

**CIRCULAR LETTER NO. 47**  
**Series of 2016 – 2017**

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

The inventory of sugar stocks and quedan-permits of CY 2016 – 2017 and previous crop years shall be conducted in all operating sugar mills/refineries on August 21 – 26, 2017 pursuant to the policy of the Sugar Regulatory Administration (SRA) to undertake periodic assessment of the CY 2016 – 2017 sugar/molasses production and withdrawals. The inventory of sugar stock and quedan - permits shall be done in accordance with the following:

1. Except as stated in paragraph 2, hereof, an Inventory Team (IT) who will 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. Another 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.

2. The Private Surveyor, hired by the SRA for this purpose shall conduct the physical sugar inventory in the presence of the 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 schedule 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 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 ten (10) calendar days counted 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, 2017**.

Strict compliance of all concerned is hereby enjoined.

  
ATTY. ANNA ROSARIO V. PANER  
Administrator

Encl: as stated

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

**MILL PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2016-2017**

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

|  | Bulk (Lkg-Bag) | Bagged (Lkg-Bag) |
|--|----------------|------------------|
| I. RAW SUGAR STOCK PRODUCED BY MILL    |                |                  |
| II. RAW SUGAR STOCK FROM OTHER SOURCES |                |                  |
| α. From other Mill/s                   |                |                  |
| b. Imported                            |                |                  |
| Total                                  |                |                  |
| Total, Bulk and Bagged (Lkg)           |                |                  |
| ( MT )                                 |                |                  |

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

\*Please include stock profiles, computation, etc.

**PLANTERS/FEDERATION REPRESENTATIVE(S)**

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

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

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

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

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

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

**MILL REPRESENTATIVE**

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

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

**SURVEYOR REPRESENTATIVE**

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

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

**SRA REPRESENTATIVE**

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

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

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

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

**RAW SUGAR OUTSTANDING QUEDAN INVENTORY  
CROP YEAR 2016-2017**

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

(Quantity in Metric Tons)

| CROP YEAR         | "A" | "B" | "C" | "D" | "De" | "Dr" | "Dx" | Unquedanned | Total |
|-------------------|-----|-----|-----|-----|------|------|------|-------------|-------|
| 2016 - 2017       |     |     |     |     |      |      |      |             |       |
| 2015 - 2016       |     |     |     |     |      |      |      |             |       |
| 2014 - 2015       |     |     |     |     |      |      |      |             |       |
|                   |     |     |     |     |      |      |      |             |       |
|                   |     |     |     |     |      |      |      |             |       |
| <b>Total (MT)</b> |     |     |     |     |      |      |      |             |       |
| <b>(LKg)</b>      |     |     |     |     |      |      |      |             |       |

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

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

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

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



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

**REFINERY PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2016-2017**

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 2016-2017

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                                       |       |                    |
|   | TOTAL | =====              |
| <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                                       |       |                    |
|   | 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 AND REFINED MOLASSES STOCK INVENTORY  
CROP YEAR 2016 - 2017**

| TOTAL<br>MOLASSES<br>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/FEDERATIONS REPRESENTATIVES**

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

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

**PHYSICAL MOLASSES STOCK INVENTORY  
CROP YEAR 2016 - 2017**

**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) |
|--------|--------|------------------|-------------|
|        |        |                  |             |
|        |        |                  |             |
|        |        |                  |             |

\*Attached drawings, computations, etc.



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

**OUTSTANDING MOLASSES CERTIFICATES  
CROP YEAR 2016 - 2017**

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 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 at \_\_\_\_\_ on \_\_\_\_\_, as follows:

1. Name 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) | Stock (In LKg) |
|-------------------|----------|-------------------|----------------|
| RAW:              |          |                   |                |
| 1                 |          |                   |                |
| 2                 |          |                   |                |
| 3.                |          |                   |                |
| REFINED:          |          |                   |                |
| 1.                |          |                   |                |
| 2.                |          |                   |                |
| 3.                |          |                   |                |

3. Molasses

| Tanks<br>With Contents: _____ | Location | Capacity (in MT) | Stocks (in MT) |
|-------------------------------|----------|------------------|----------------|
|                               |          |                  |                |
|                               |          |                  |                |

| Empty Tanks: _____ | Location | Capacity (in MT) |
|--------------------|----------|------------------|
|                    |          |                  |
|                    |          |                  |

This is to certification is being issued pursuant to Circular Letter # \_\_\_\_\_ series 2016-2017.

**PLANTER'S ASSOCIATION / COOPERATIVES / FEDERATION REPRESENTATIVE(S)**

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

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

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

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

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

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

**MILL/REFINERY REPRESENTATIVE**

\_\_\_\_\_  
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

**Physical Sugar and Molasses Stock Inventory**  
**Crop Year 2016 -2017**  
**August 22 – 26, 2017**

**I. LUZON**

| MILL/REFINERY | SCHEDULE OF INVENTORY | SRA INVENTORY TEAM  | SURVEYOR |
|---------------|-----------------------|---|----------|
| CARSUMCO      | August 24 – 26        | NELSON CACAYORIN<br>ERNESTO ORTALIZ<br>VISION FAITH SANGALANG<br>MARIELIZ SIMAN | G        |
| CAT           | August 22             | ELIZABETH PORCIUNCULA<br>DANILO GARCIA<br>ERNESTO ORTALIZ                       | G        |
| SCISM         | August 23             | CELERINA CHING<br>NELSON CACAYORIN<br>DANILO GARCIA                             | G        |
| BSCI          | August 22             | JILAH CADUNGON<br>RAHMAN DUNTON<br>ARNOLD JACOBE                                | H        |
| CADPI         | August 23 – 24        | ARNULFO JACOBE<br>ELIZABETH PORCIUNCULA<br>HAROLD MIRA                          | H        |
| PENSUMIL      | August 24 - 26        | RAHMAN DUNTON<br>JILAH CADUNGON<br>CELERINA CHING                               | H        |

**II. MINDANAO**

| MILL/REFINERY | SCHEDULE OF INVENTORY | SRA INVENTORY TEAM   | SURVEYOR |
|---------------|-----------------------|--|----------|
| BUSCO         | August 22 – 23        | DAISY DEPALUBOS<br>RUDDI CHRIS CAINTIC<br>ROMUALDO VIJANDRE IV | I        |
| CRYSTAL       | August 24 – 25        | DAISY DEPALUBOS<br>JOEL ARANETA<br>RUDDI CHRIS CAINTIC         | I        |
| DASUCECO      | August 24             | LUCIA LOPEZ<br>ROMUALDO VIJANDRE IV                            | J        |
| COSUCECO      | August 25             | JOEL ARANETA<br>LUCIA LOPEZ<br>ROMUALDO VIJANDRE IV            | J        |

Supervision:

**MA. NATALIA R. TASIS**  
OIC SRED Luzon and Mindanao



**C.Y 2016-2017 YEAR END SCHEDULES FOR AUGUST 21-25, 2017**

| <b>MILLS</b>  | <b>DATE</b>        | <b>SURVEYOR</b> | <b>SRA REGULATION OFFICER</b>   |
|---------------|--------------------|-----------------|---|
| SAGAY         | August 21, 2017    | A               | Lamig, Wilson V.<br>Bautista, Raphael P.  |
| OPTION        | August 21, 2017    | A               | Lamig, Wilson V.<br>Bautista, Raphael P.  |
| LOPEZ         | August 24-25, 2017 | C               | Herrera, Consolacion Q.<br>Bantad, Ted Freilan N.<br>Nelmar, Anthony L.                           |
| VMC           | August 24-25, 2017 | D               | Parroco, Jose Genaro B.<br>Banaglorioso, Dareen D.<br>Suarez, Jose Gerardo B.<br>Donesa, Helen H. |
| HPCo          | August 24-25, 2017 | A               | Roquillas, Locelle T.<br>Liba, Doroteo S.<br>Albiño, Ernesto A.<br>Elbanbuena, Joenel N.          |
| FIRST FARMERS | August 22, 2017    | B               | Rojo, Maricris A.<br>Herrera, Consolacion Q.<br>Liba, Doroteo S.                                  |
| CACI          | August 22-23, 2017 | C               | Donesa, Helen H.<br>Bollon, Bob T.<br>Bautista, Raphael P.  |
| BISCOM        | August 22-23, 2017 | D               | Ombi-on, Romeo S.<br>Banaglorioso, Dareen D.<br>Nelmar, Anthony L.                                |
| SONEDCO       | August 22-23, 2017 | A               | Elbanbuena, Joenel N.<br>Valencia, Regina T.<br>Bantad, Ted Freilan N.                            |
| CAB           | August 24, 2017    | E               | Banlaygas, Francisco C.<br>Pangantihon, Elias R.<br>Tuazon, Cecil P.                              |
| URSUMCO       | August 22-23, 2017 | E               | Pangantihon, Elias R.<br>Baterna, Kherly Mae<br>Tuazon, Cecil P.                                  |
| TOLONG        | August 25, 2017    | E               | Tuazon, Cecil P.<br>Pangantihon, Elias R.   |
| CASA          | August 23, 2017    | B               | Chavez, Aniano C.<br>Sira, Mila C.<br>Tayona, Mae Lann G.   |
| PASSI         | August 24, 2017    | B               | Cababasay, Ivy C.<br>Sira, Mila C.<br>Tayona, Mae Lann G.   |
| CAPIZ         | August 25, 2017    | B               | Celo, Jerry C.<br>Sira, Mila C.<br>Tayona, Mae Lann G.  |
| BOMEDCO       | August 22, 2017    | F               | Buenconsejo, Berwin L.  |
| HISUMCO       | August 24-25, 2017 | F               | Buenconsejo, Berwin L.<br>Arevalo, Michelle Arlaine M.  |

Remarks:

MARIA ROSARIO R. SOLA, OIC-Chief, SRED will supervise and assist in the inventory of mills, as needed.