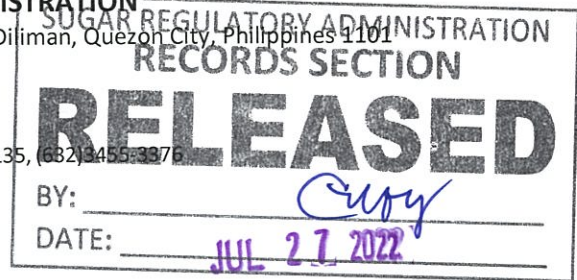




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
TIN 000-784-336  
Website: <http://www.sra.gov.ph>  
Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
Tel. No.: (632)8929-3633,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



MEMO-REG-SRE-2022-Jul-002

July 22, 2022

**CIRCULAR LETTER NO. 32**  
**Series of 2021 - 2022**

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

The inventory of sugar stocks, molasses and quedan-permits of CY 2021 - 2022 and previous crop years shall be conducted in all operating sugar mills/refineries on August 15 - 20, 2022 pursuant to the policy of the Sugar Regulatory Administration (SRA) to undertake periodic assessment of the CY 2021 - 2022 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 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. Should there be additional warehouses and molasses tanks other than those already declared prior to the issuance of this Circular Letter, the cost shall be directly billed to the mill concerned by the private surveyor and duly noted by the SRA regulation officer assigned thereat.



Management System  
ISO 9001:2015



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with empowered and prosperous farmers and fisherfolk*



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:

**“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 in 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 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, 2022**.

Strict compliance of all concerned is hereby enjoined.

  
**ENGR. HERMENEGILDO R. SERAFICA**  
Administrator

Encl: as stated

**Physical Sugar and Molasses Stock Inventory  
Crop Year 2021-2022  
August 15 to 20, 2022**

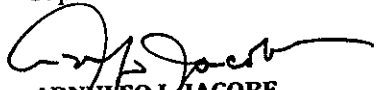
**I. LUZON**

MILL/REFINERY	DATE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
URC-CARSUMCO	August 18 to 20, 2022	Nelson V. Cacayorin Ernesto M. Ortaliz, Jr. Arnold A. De Castro Antonino Santos	G
CAT	August 15, 2022	Celerina G. Ching Elizabeth M. Porciuncula Quenie S. De Castro Ernesto M. Ortaliz, Jr.	G
URC-SURE Balayan	August 17, 2022	Jilah S. Cadungon Nelson V. Cacayorin Celerina G. Ching Marieliz M. Siman	H
CADPI	August 15 to 16, 2022	Arnold A. De Castro Maria Natalia R. Tasis Jilah S. Cadungon Rahman B. Dunton	H
PENSUMIL	August 18 to 20, 2022	Rahman B. Dunton Maria Natalia R. Tasis Marieliz M. Siman Lisette S. Pineda	H

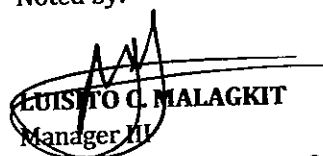
**II. MINDANAO**

MILL/REFINERY	DATE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	August 15 to 16, 2022	Romualdo B. Vijandre IV Ruddi Chris L. Caintic	I
CRYSTAL	August 17 to 18, 2022	Daisy R. Depalubos Lucia M. Lopez	I
DASUCECO	August 19, 2022	Lucia M. Lopez Daisy R. Depalubos	J
COSUCECO	August 19, 2022	Ruddi Chris L. Caintic Romualdo B. Vijandre IV	J

Supervision:

  
ARNULFO L. JACOBE  
OIC - SRED Luzon & Mindanao

Noted by:

  
LUISITO C. MALAGKIT  
Manager III  
Regulation Dept. - Luzon & Mindanao

AUGUST 15-19, 2022

CY 2021-2022 YEAR END SCHEDULE OF PHYSICAL SUGAR STOCKS INVENTORY FOR VISAYAS MILLS			
MILLS	DATE	SURVEYOR	SRA INVENTORY TEAM
SAGAY	AUGUST 15, 2022	A	JOENEL ELBANBUENA NATASHA KIM GOCO
OPTION	AUGUST 16, 2022	A	JOENEL ELBANBUENA NATASHA KIM GOCO
LOPEZ	AUGUST 18 & 19, 2022	C	JOENEL ELBANBUENA SHARMAINE PINEDA NATASHA KIM GOCO
VMC	AUGUST 18 & 19, 2022	D	BERWIN BUENCONSEJO MARK NELMAR TULBO RAPHAEL BAUTISTA MARK ANTHONY NELMAR
HPCO	AUGUST 19, 2022	A	MARICRIS ROJO MARIA FAITH MOREÑO MARK ANTHONY NELMAR
FIRST FARMERS	AUGUST 15, 2022	B	MARICRIS ROJO MARK NELMAR TULBO
URC-LC	AUGUST 15 & 16, 2022	C	MARICHU CLAVER GLENN PAUL LIBOSADA MARK ANTHONY NELMAR
BISCOM	AUGUST 16 & 17, 2022	D	BERWIN BUENCONSEJO SHARMAINE PINEDA RAPHAEL BAUTISTA
SONEDCO	AUGUST 17 & 18, 2022	A	MARICHU CLAVER GLENN PAUL LIBOSADA
URSUMCO	AUGUST 15, 2022	E	JERRY CELO KHERLY MAE BATERNA
CAB	AUGUST 16 & 17, 2022	E	JERRY CELO KHERLY MAE BATERNA
TOLONG	AUGUST 18, 2022	E	CECIL TUAZON
HDJ BAYAWAN	AUGUST 19, 2022	E	CECIL TUAZON
CASA	AUGUST 18, 2022	B	IVY CABABASAY ELIZABETH CELESTIAL
PASSI	AUGUST 19, 2022	B	IVY CABABASAY ELIZABETH CELESTIAL
CAPIZ	AUGUST 17, 2022	B	MILA SIRA IVY CABABASAY
BOMEDCO	AUGUST 16, 2022	F	LOCELLE ROQUILLAS
HIUSMCO	AUGUST 18 & 19, 2022	F	LOCELLE ROQUILLAS

Supervision:   
 MARICRIS A. ROJO  
 OIC- DIVISION CHIEF, RD- VISAYAS

NOTED BY:   
 JOENEL N. ELBANBUENA  
 OIC, MANAGER III, RD- VISAYAS

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

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

**MILL PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2021 - 2022**

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 2021 - 2022**

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

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unque danned	Total
2021 – 2022									
2020 – 2021									
2019 – 2020									
2018 – 2019									
<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 true and correct

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

By:

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

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

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

**REFINERY PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2021 - 2022**

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 2021 - 2022**

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 2021 – 2022**

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 2021 - 2022**

**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 2021 – 2022**

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 2021 – 2022 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