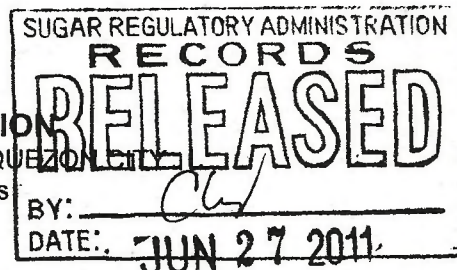




REPUBLIC OF THE PHILIPPINES  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
SUGAR CENTER, NORTH AVENUE, DILIMAN, QUEZON CITY  
Diliman Quezon City 1101 Philippines



21 June 2011

**CIRCULAR LETTER NO. 31**  
Series of 2010-2011

**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 2010-2011 sugar/molasses production and withdrawals, the inventory of the sugar stocks and quedan-permits of CY 2010-2011/previous crop years, for the purpose of verifying the physical sugar/molasses stored at mill/refinery warehouses/molasses tanks, and reconciling the same with the quedans that are still outstanding is hereby to be conducted in all operating mills/refineries on July 25 – 30, 2011 (schedule of inventory hereto attached) and in accordance with the following:

1. Except as stated in paragraph 2, hereof, an Inventory Team (IT) for each sugar mill/refinery 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.

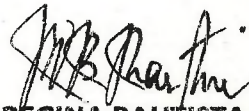
2. The Private Surveyor, whose services have been hired and shall be paid by the Sugar Regulatory Administration (SRA), shall conduct the physical inventory in the presence of the aforementioned IT.

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-Raw Form E, and Ref Form F) certifying that a physical sugar stock and molasses inventory was conducted by the Private Surveyor in their presence at a particular mill/refinery warehouse on the date of inventory specified in the attached schedule.

3. There shall be no withdrawal of raw/refined sugar and molasses in all warehouses and molasses tanks during the entire duration of the physical sugar and molasses stocks inventory, which should be conducted simultaneously.
4. The results of the physical sugar and molasses stocks 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 Regulations Department (RD), SRA, Quezon City within **Ten (10) calendar days** from start of the physical sugar and molasses stocks inventory.
5. All sugar mills are required to submit to the Regulation Department-SRA a listing of all outstanding quedans as of **August 31, 2011**, within **Fifteen (15) calendar days** thereafter.

Strict compliance of all concerned is hereby enjoined.



**MA. REGINA BAUTISTA-MARTIN**

Administrator

**SCHEDULE OF PHYSICAL SUGAR STOCK & QUEDAN INVENTORY  
CROP YEAR 2010-2011**

**I. LUZON**

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
CARSUMCO	July 25 - 27	Jose Boyero - Team Leader Nelson Cacayorin Berwin Buenconsejo	G
CAT	July 28	Edmundo Yasay - Team Leader Elizabeth Porciuncula Jilah Cadungon	G
SWEET CRYSTALS (San Fernando)	July 29	Nenita Apacible - Team Leader Nelson Cacayorin Antonina Mendoza	G
SWEET CRYSTALS (Porac)	July 30	Celerina Ching - Team Leader Jose Boyero Antonina Mendoza	G
PENSUMIL	July 28 - 30	Rahman Dunton - Team Leader Andre Tolentino	H
BSCI	July 25	Ervin Salsalida Jilah Cadungon - Team Leader Liza Porciuncula Arnold de Castro	H
CADP	July 26 - 27	Ervin Salsalida Andre Tolentino - Team Leader Edmund Yasay Celerina Ching Nenita Apacible Arnold de Castro	H

**II. VISAYAS**

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
SAGAY	July 29 - 30	Jose Gerardo Suarez - Team Leader Socrates Leduna Sandra Mercurio Joanel Eibanbuena	A
OPTION	July 27	Ruemilio Matus - Team Leader Ernesto Albiño	B
LOPEZ	July 28 - 30	Helen Donesa - Team Leader Jose Genaro Parroco Maricris Rojo Consolacion Herrera	C



MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
VMC	July 27- 29	Ma. Rosario Sola - Team Leader Jose Wilson Lamig Roque Milos Alan Navales	B
HPCO	July 25 - 26	Alan Navales - Team Leader Jose Genaro Parroco Ma. Rosario Sola	B
FFHC	July 25 - 26	Jose Gerardo Suarez - Team Leader Consolacion Herrera Melchorita Tingson Jose Wilson Lamig	D
CACI	July 25 - 26	Helen Donesa - Team Leader Jerry Rodrigo Roque Milos Romeo Ombion	C
BISCOM	July 27 - 28	Jose Gerardo Suarez - Team Leader Sandra Mercurio Romeo Ombion Melchorita Tingson	A
SONEDCO	July 25 - 26	Ruemilio Matus - Team Leader Joenei Elbanbuena Ernesto Albiño	A
URSUMCO	July 25 - 26	Cecil Tuazon - Team Leader Francisco Banlaygas	E
CAB	July 27 - 28	Cecil Tuazon - Team Leader Francisco Banlaygas Socrates Leduna	E
HTCI	July 29	Cecil Tuazon - Team Leader Francisco Banlaygas	E
BOGO	July 25	Gino Maginoo Salonga - Team Leader Maricris Rojo Elias Pangantihon	F
DURANO	July 26	Gino Maginoo Salonga - Team Leader Roy Ronel Era Elias Pangantihon	F
KANANGA	July 28 - 29	Gino Maginoo Salonga - Team Leader Roy Ronel Era Saturnina Bayona	F
CASA	July 28	Mae Mendez - Team Leader Aniano Chavez Feb Ryan Betita	D

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
CSC	July 27	Mae Mendez - Team Leader Aniano Chavez Feb Ryan Betita	D
PASSI	July 29	Mae Mendez - Team Leader Aniano Chavez Feb Ryan Betita	D

III. MINDANAO

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	July 25 - 27	Ma. Natalia Tasis - Team Leader Arnulfo Jacobe Cresologo Juntilla	I
CRYSTAL	July 28 - 30	Arnulfo Jacobe - Team Leader Ma. Natalia Tasis Joel Araneta Lorenzo Garay	I
DASUCECO	July 27 - 28	Ma. Natalia Tasis - Team Leader Noe Serona Lucia Lopez	J
COSUCECO	July 25 - 26	Noe Serona - Team Leader Elisa Lao	J

*[Handwritten signatures and notes, including a circled signature and the name "ANGEL E. SORBITO"]*

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

**MILL PHYSICAL SUGAR STOCK INVENTORY  
 CROP YEAR 2010-2011**

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

SRA Inventory Form B  
May 2009

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

RAW SUGAR OUTSTANDING QUEDAN INVENTORY  
CROP YEAR 2010 – 2011

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

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unquedanned	Total
2010 - 2011									
2009 - 2010									
2008 - 2009									
2007 - 2008									
2006 - 2007									
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 2010-2011

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	
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



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

REFINERY BOOK INVENTORY  
CROP YEAR 2010-2011

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	

I hereby certify that as per record of \_\_\_\_\_, the abovementioned volume of \_\_\_\_\_ 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 2010-2011

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 / 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 2010-2011

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 2010-2011**

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 2010 – 2011 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