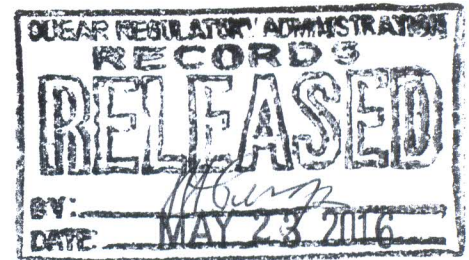




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



MEMO-REG-SRE-2016-May-002

MEMORANDUM CIRCULAR No. 5

DATE : **May 18, 2016**
TO : **ALL MILLS AND REFINERIES**
SUBJECT : **Crop Year 2015-2016 In-house Physical Raw and Refined Sugar and Molasses Stock Inventory**

In view of crop year 2015-2016 milling termination, this office advises all the Regulation Officers to conduct sugar and molasses stock inventory for the purpose of monitoring and verifying physical stock stored at all warehouses and tanks maintained by the mill/refinery and to reconcile the same with the SRA-SMS book sugar and molasses balances that are still outstanding.

SRA Inventory Teams are hereby created, which shall be responsible for conducting a simultaneous inventory to be assisted/witnessed by Planter's Associations and Mill representatives. SRA inventory team shall see to it that each party mentioned herein shall be represented for the duration of the inventory.

The results of the physical sugar and molasses stock inventory shall be reflected in the attached SRA forms and duly accomplished and certified by the concerned witnessed representatives and must be submitted within five (5) calendar days from the date of inventory.

All daily sugar molasses withdrawals for the week from the start and after the inventory shall be separately recorded and submitted together with the inventory reports for reconciliation and update.

Attached herewith are inventory forms and inventory schedule to be used by all concerned.

Please be guided accordingly.


MA. REGINA BAUTISTA-MARTIN
Administrator

cc: Asst. Administrator HR/RD-Visayas



Schedule of SRA Inhouse Inventory
Luzon and Mindanao Crop Year 2015 - 2016
June 6 - 10, 2016

Mill/ Refinery	Date	Inventory Team	
<u>NORTH LUZON</u>			
CARSUMCO	June 6 - 8	Nelson Cacayorin	Team Leader
		Raphael Henri Mundo Danilo Garcia	
SCISM (Porac)	June 9	Celerina Ching	Team Leader
		John Paul Antes Edmundo Yasay	
CAT, Tarlac	June 10	Edmundo Yasay	Team Leader
		Elizabeth Porciuncula Ernesto Ortaliz	
<u>SOUTH LUZON</u>			
PENSUMIL, Bicol	June 6 - 8	Rahman Dupton	Team Leader
		Marieliz Siman Vision Faith Sangalang	
BSCI/Balayan- SURE	June 9	Jilah Cadungon	Team Leader
		Arnulfo Jacobe Nenita Apacible	
CADPI, Don Pedro	June 6 - 7	Arnulfo Jacobe	Team Leader
		Nenita Apacible Arnold Decastro	
<u>MINDANAO</u>			
BUSCO	June 8 - 10	Elisa Lao	Team Leader
		Joel Araneta Lucia Lopez	
CRYSTAL	June 6 - 8	Daisy Depalubos	Team Leader
		Lorenzo Garay Joel Araneta	
DASUCECO	June 9 - 10	Cresologo Juntilla	Team Leader
		Daisy Depalubos Lorenzo Garay	
COSUCECO	June 6 - 7	Lucia Lopez	Team Leader
		Elisa Lao	

Note: Travel Schedules includes travel time

RAPHAEL HENRI B. MUNDO - OIC SRED, Luzón and Mindanao
MA. NATALIA R. TESIS - Supervising SPRO

CY 2015-2016 SRA In-house Physical Raw and Refined Sugar and Molasses Stocks Inventory Schedule

Mills	Date	Inventory Team	
Sagay	June 6-7, 2016	Lamig, Jose Wilson	Team Leader
		Suarez, Jose Gerardo	Member
OPTION*	June 8, 2016	Lamig, Jose Wilson	
Lopez	June 6-7, 2016	Herrera, Consolacion	Team Leader
		Roquillas, Locelle	Member
		Bantad, Ted Freilan	Member
VMC	June 6-8, 2016	Mercurio, Sandra	Team Leader
		Parroco, Jose Genaro	Member
		Rojo, Maricris	Member
		Bollon, Bob	Member
HPCO	June 9-10, 2016	Albino, Ernesto	Team Leader
		Lamig, Jose Wilson	Member
FFHC	June 9-10, 2016	Rojo, Maricris	Team Leader
		Herrera, Consolacion	Member
CACI	June 9-10, 2016	Donesa, Helen	Team Leader
		Mercurio, Sandra	Member
		Liba, Doroteo	Member
BISCOM	June 9-10, 2016	Suarez, Jose Gerardo	Team Leader
		Lobrido, Merlene	Member
		Nelmar, Mark Antony	Member
SONEDCO	June 6-7, 2016	Elbanbuena, Joenel	Team Leader
		Ombi-on, Romeo	Member
URSUMCO	June 6-7, 2016	Pangantihon, Elias	Team Leader
		Banlaygas, Francisco	Member
CAB	June 8-9, 2016	Banlaygas, Francisco	Team Leader
		Tuazon, Cecil	Member
Tolong*	June 6-7, 2016	Tuazon, Cecil	
Capiz	June 6-7, 2016	Celo, Jerry	Team Leader
		Chavez, Aniano	Member
CASA	June 8-9, 2016	Chavez, Aniano	Team Leader
		Celo, Jerry	Member
PASSI 1	June 9-10, 2016	Cababasay, Ivy	Team Leader
		Chavez, Aniano	Member

BOMEDCO	June 6-7, 2016	Buenconsejo, Berwin	Team Leader
		Bautista, Raphael John	Member
Kananga	June 6-7, 2016	Salonga, Gino	Team Leader
		Bayona, Saturnina	Member

* Supervisors will act as Team Leaders.

North Negros & Panay Mills Supervision : Helen Donesa
Senior Regulation Officer

South, Oriental, & Eastern Visayas Mills Supervision : Ma. Rosario R. Sola
Supervising SPRO

Overall Supervision : Sofronio L. Cordova, Jr.
Chief SPRO, SRED Visayas

Fn:/New Volume E/00 documents/old PC/SLC/INVENTORY/2015-2016 Memo In-House Inventory Schedule

NAME OF MILL/REFINERY _____

PHYSICAL RAW & REFINED MOLASSES STOCK INVENTORY
 CROP YEAR 2015-2016

TOTAL MOLASSES STOCK	VOLUME (M ³)	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

SRA REPRESENTATIVE

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

NAME OF REFINERY: _____

REFINERY PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2015-2016

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

REFINERY REPRESENTATIVE(S)

SRA REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

NAME OF MILL _____

MILL PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2015-2016

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 Mills	_____	_____
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

SRA REPRESENTATIVE

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

NAME OF MILL: _____

RAW SUGAR OUTSTANDING QUEDAN INVENTORY
 CROP YEAR 2015-2016

As of _____

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unquedanned	Total
2015-16									
2014-15									
2013-14									
2012-13									
2011-12									
2010-11									
Total (MT)									

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