



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
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SUGAR REGULATORY ADMINISTRATION  
RECORDS SECTION

**RELEASED**

BY: \_\_\_\_\_  
DATE: 01/AUG 25 2020

MEMO-PPSPD-2020-AUG- 031  
Date: AUG 25 2020

OFFICE OF THE MANAGER III  
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)  
Received by : [Signature]  
Date : 8/25/20  
Time : 143 pm  
Tracking No. : 2020-08-172-071

**MEMORANDUM CIRCULAR NO. 8**  
Series of 2020

**SUBJECT: IMPLEMENTING GUIDELINES ON THE PROJECT "ADOPT A  
SMALL SUGARCANE FARMING FAMILY"**

**I. Policy Statement / Rationale**

President Rodrigo Duterte declared a "State of Public Health Emergency" throughout the Philippines pursuant to Proclamation No. 922 on March 8, 2020 which enjoins all government agencies and LGUs to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent and appropriate response and measures in a timely manner to curtail and eliminate the COVID-19 threat.

The number of daily COVID cases has risen over the public health emergency period so the President issued Proclamation No. 929 declaring a State of Calamity throughout the Philippines due to Coronavirus Disease 2019 for a period of six (6) months imposing an ECQ throughout Luzon starting midnight of March 16, 2020 until April 12, 2020.

The imposition of ECQ in Luzon and other major sugarcane-producing provinces in the country distorted farm operations. At the onset of ECQ implementation, farm logistics and cane deliveries were hampered in passing through PNP / LGU checkpoints and even the operations of some mills due to LGU issuances on work stoppages and closures of processing facilities. These events disrupted the livelihood and income generation of the small sugarcane



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*"A food-secure Philippines with prosperous farmers and fisherfolk"*

farmers especially those whose subsistence depended solely on sugarcane farming.

The implementation of the project entitled, “Adopt a Small Sugarcane Farming Family” is conceptualized to help mitigate the impact of the COVID-19 pandemic to the livelihood and subsistence of the small sugarcane farming families located in the sugarcane mill districts nationwide. The project is conceived to have a direct impact on the survival, resiliency, restoration and growth of the sugarcane industry post COVID-19 pandemic targeting the most vulnerable sector of the sugarcane industry as beneficiaries to sustain their livelihood activities under the “new normal” environment and at the same time contribute to the increase in sugarcane production.

Providing financial assistance to marginal and small sugarcane farmers is part of the survival strategy under the NAFMIP 2020-2025.

The demographics, gender and gender issues of the members of each farming family shall be deposited in the SRA database and the project shall be attributed as part of SRA’s initiatives on gender and development. An impact assessment shall be undertaken by the Planning, Policy and Special Projects Department to be able to determine the outcome of the project with respect to the livelihood of the target beneficiaries and its contribution to gender and development.

## II. Definition of Terms

1. CLOA – acronym for “Certificate of Land Ownership” which is an instrument used as proof of land ownership issued by the Department of Agrarian Reform to agrarian reform beneficiaries pursuant to the Comprehensive Agrarian Reform Law;
2. COVID-19 - the infectious disease caused by the newly discovered novel coronavirus. The new coronavirus is called SARS-CoV-2 and the disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is a pandemic affecting many countries globally. (Reference – WHO website);
3. ECQ – acronym for “Enhanced Community Quarantine” which refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating



industries, provision of food and essential services and heightened presence of uniformed personnel to enforce community quarantine protocols (IATF Omnibus Guidelines);

4. Family members – those living in one roof with the registered owner of the farm regardless of age and affinity, the spouse, the children below 18 years old and relatives of the registered farm owner up to the first degree of affinity (parents and children) regardless whether living with or not in the same household;
5. MDO – acronym for Mill District Officer which refers to the field or extension personnel of SRA assigned in the sugarcane mill districts;
6. MOA – Memorandum of Agreement signed between SRA and the beneficiary of the Adopt a Small Farming Family project;
7. NAFMIP – the National Agriculture and Fisheries Modernization Plan, 2020-2025 which is anchored on the new thinking for agriculture and envisions a food secure Philippines with prosperous farmers and fisherfolks. The strategic thrusts of NAFMIP are based on the eight paradigms of the new thinking for agriculture, namely, modernization, industrialization, export development, farm consolidation, infrastructure development, roadmap development, budget and investments, and legislative support;
8. R, D & E - acronym for Research, Development and Extension which is the mother unit of the MDOs and implementing unit of SRA on the project, “Adopt a Small Sugarcane Farming Family”;
9. SRA – acronym for “Sugar Regulatory Administration” which is created pursuant to E. O. 18, series of 1986, and the implementing government entity of the project, “Adopt a Small Sugarcane Farming Family”;
10. Small sugarcane farming family – a family where the registered owner of the farm has a landholding of three (3) hectares or less and his family members directly operate the sugarcane farm.

### III. Scope and Coverage

The guidelines cover the implementation of the project, “Adopt a Small Sugarcane Farming Family” whose beneficiaries are small sugarcane farming families of all sugarcane mill districts nationwide.



#### IV. Objectives

1. *Development:*

- To provide resiliency, restoration and sustenance of the livelihood of the small sugarcane farming families.

2. *Immediate:*

- To provide funding support in the agricultural production of sugarcane to 20 small sugarcane farming families each of the 26 sugarcane mill districts;
- To improve sugarcane farm yields by financing one hectare each of the initial 520 small sugarcane farming families nationwide at a maximum amount of Php85,000.

#### V. Fund Sources

The funding of the project may be derived from the following sources:

1. General Appropriations Act (GAA);
2. SRA corporate revenues;
3. Funding from other government agencies;
4. Special purpose fund of the government or other local fund sources; and
5. Foreign funding.

#### VI. Implementing Guidelines

1. *Eligibility Criteria, Qualifications and Disqualifications*

- a. Farmer-beneficiaries shall be registered with SRA pursuant to SRA Memorandum Circular No. 8, series of 2018, or any updated SRA policy on farmers' registration;
- b. Farms that shall be funded under the project must be owned and operated by the SRA-registered sugarcane farmer or his family members;
- c. Farm productivity shall be lower than the mill district average based on mill district data of the previous crop year but suitable for sugarcane growing based on soil type and topography;
- d. The registered farmer's aggregate landholding shall not exceed three (3) hectares;



- e. Sugarcane farmers who received funding support or any form of assistance from the government and government banking institution for the last three (3) years prior to the award of the project or signing of a MOA with SRA shall be disqualified;
- f. Farms that are leased under joint venture agreements or similar arrangements shall be disqualified.

2. *Documentary Requirements from Project Beneficiaries*

- a. Filled up and duly signed application form with photo specifically designed for the project using a simplified template with sex disaggregated data and identified gender issues shall be prepared by the R, D & E unit and approved by the Deputy Administrator;
- b. Photocopy of SRA Registration Certificate as a sugarcane farmer duly validated by concerned MDO;
- c. Proof of land ownership like photocopy of land title, CLOA, Homestead / Emancipation Patent, tax declaration, etc. which must be stamped as “Authenticated by: (signed by the MDO)” upon presentation of original documents;
- d. Photocopy of any government issued identification like driver’s license, birth certificate, marriage certificate, passport, voter’s ID, postal ID, GSIS / SSS ID, Senior Citizen’s ID, Philhealth ID, and Pag-Ibig Fund ID which shall be marked and signed by the MDO as “Authenticated by: \_\_\_\_\_” upon presentation of original ID / document. All IDs and identification documents should be valid (not expired) at the date of signing the MOA, otherwise a Certificate of Residency issued by the Barangay concerned shall be additionally required.

3. *Search, Evaluation and Approval of the Beneficiaries*

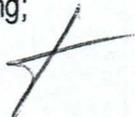
- a) The SRA MDO shall post an announcement and infographics regarding the project in their mill district offices and the MDDC offices immediately upon approval of the implementing guidelines;
- b) The SRA MDO shall prepare a shortlist of qualified applicants in two batches for the 2020 approved funding:
  - The **1st batch** of applicants shall be taken from the sugarcane planters’ directory within the evaluation period of fifteen (15) working days from the posting of the implementing guidelines in the SRA website;



- The **2nd batch** of applicants shall be those qualified applicants who were not drawn during the raffle draw of the 1<sup>st</sup> batch of beneficiaries and those additional applicants evaluated by the MDO within thirty (30) calendar days evaluation period from the date of the raffle draw of the 1<sup>st</sup> batch of project beneficiaries;
- c. The MDO shall start distributing the application forms to those in the shortlist, secure the documentary requirements and geotag their farms within the specified evaluation period of each batch;
  - The MDO shall evaluate if the applicant in the shortlist passed the criteria and submitted all requirements within the specified evaluation period for each batch;
  - The MDO shall officially submit the list of qualified applicants and complete documents including geotag maps to the R, D & E Deputy Administrator through the Chief / OIC of the Agricultural Extension Services Division and R, D & E Manager / OIC within ten (10) working days from the end of the specified evaluation period for each batch.
- d. The R, D & E Deputy Administrator shall conduct two raffle draws for the two batches drawing 10 beneficiaries per mill district for each batch;
- e. The R, D & E Deputy Administrator shall immediately schedule the raffle draw of the 1<sup>st</sup> and 2<sup>nd</sup> batches at the most convenient location and date if done face-to-face with strict observance of social distancing in the presence of the SRA Administrator and the MDDC Chairperson or his / her representative within ten (10) working days from receipt of the list of qualified applicants. Online raffle draw may be arranged in a transparent manner by the R, D & E Deputy Administrator;
- f. The list of project beneficiaries shall be posted in the SRA Mill District Offices and the SRA website;
- g. Succeeding approved funds or unutilized funds for similar projects may follow the same evaluation timelines and procedure.

#### 4. *Fund Releases, Utilization and Liquidation*

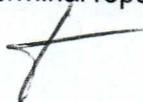
- a. A MOA between SRA and the project beneficiaries shall be executed prior to commencement of any farm or procurement activity or intervention that will be funded by SRA;
- b. All farm sites of project beneficiaries shall be implementation ready at the time of MOA signing;



- c. The SRA MDO shall prepare the farm and budget plan which shall form part of the MOA;
- d. The farmer-beneficiary may choose to cutback the sugarcane as planting material for sale or deliver the canes to the sugar mill, whichever is beneficial for the beneficiary;
- e. No cash releases to project beneficiaries. Assistance in the maximum amount of Php85,000 per hectare for each sugarcane farming family shall be in "kind" and the fund shall be managed by the R, D & E unit of SRA.
- f. The SRA R, D & E unit shall be responsible in fund liquidation of any cash advances used for farm operations.

#### 5. *Monitoring and Evaluation*

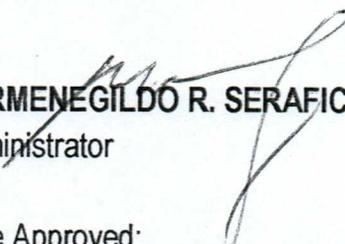
- a. The implementation of the project shall be monitored by the SRA MDO and monitoring reports shall be submitted to the Administrator on a quarterly basis. The template of monitoring reports shall be designed by the R, D & E together with the PPSPD and approved by the SRA Administrator;
- b. To ensure that the adoption of the sugarcane farming technology package developed by SRA will be implemented by the farmer-beneficiary, a technical personnel or an Agriculturist shall be assigned by SRA in the farm subject of this project;
- c. The Office of the Chief Agriculturist shall digitize the contents of the application form and submit to MIS of PPSPD for database purposes including the geotagged maps of farm sites;
- d. The SRA MDO shall prepare a terminal report within 30 working days upon the end of two cutbacks or harvesting the canes (one crop year) using the template prepared by PPSPD which shall be submitted to the Administrator through the Chief Agriculturist, R, D & E Manager and Deputy Administrator for R, D & E;
- e. The Planning, Policy and Special Projects Department (PPSPD) shall assess the performance of the project and impact to the farmer-beneficiaries and gender and development after the implementation period through interviews with the beneficiaries and based on the monitoring and terminal reports of R, D & E.



**VII. Effectivity**

The circular takes effect 15 days after submission to the UP Law Library and shall be posted in the SRA website.

Approved (By the Authority of the Sugar Board):

  
**HERMENEGILDO R. SERAFICA**  
Administrator

Date Approved: \_\_\_\_\_

