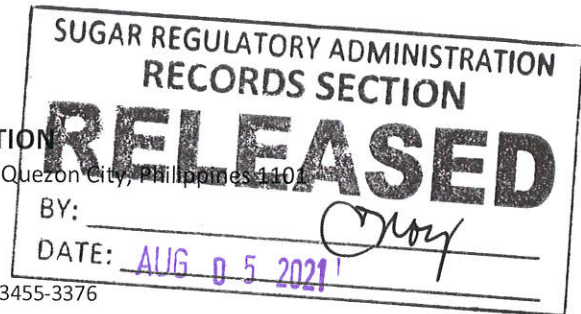




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
TIN 000-784-336  
Website: <http://www.sra.gov.ph>  
Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
Tel. No.: (632)8929-3633,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



MEMO-REG-OTM-2021-Aug-001

August 3, 2021

**MEMORANDUM CIRCULAR No. 9**  
Series of 2020-2021

**To :** SUGAR, MOLASSES, FRUCTOSE, MUSCOVADO TRADERS/  
FOOD PROCESSORS/MANUFACTURERS/EXPORTERS/  
SUGAR MILLS/REFINERIES/PREMIX COMMODITY  
IMPORTERS/BIOETHANOL MANUFACTURERS/PRODUCERS  
AND OTHER CONCERNED STAKEHOLDERS

**From :** ENGR. HERMENEGILDO R. SERAFICA  
Administrator

**SUBJECT :** UPDATED OFFICIAL EMAILS/CONTACT NUMBERS  
FOR SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF  
FEES/CHARGES OF QUEZON CITY AND BACOLOD SRA  
REGULATION DEPARTMENT (RD)

All concerned stakeholders are hereby advised to submit related applications and payment of fees/charges to the following updated Email Addresses/Contact Numbers below relative to the compliance on health and safety protocols due to COVID19 pandemic situation:

Office/Division	Email Address	Contact Number
Regulation Department, Office of the Manager (OTM), Quezon City (QC)	<a href="mailto:rd_mgr@sra.gov.ph">rd_mgr@sra.gov.ph</a>	8-926-4493
	<a href="mailto:jrupertgarcia@yahoo.com">jrupertgarcia@yahoo.com</a>	0949-889-9746
		0947-993-9082
Regulation Department, Office of the Manager (OTM), Bacolod City	<a href="mailto:lmdvisayas@gmail.com">lmdvisayas@gmail.com</a>	(034) 434-1470
		(034)-435-3755
		(034)-435-3139
		0998-845-3194
Sugar Transaction Division (STD, QC)	<a href="mailto:sug_transact@sra.gov.ph">sug_transact@sra.gov.ph</a>	8-929-92-23 0998-845-3159



Management System  
ISO 9001:2015



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with empowered and prosperous farmers and fisherfolk*



Licensing and Monitoring Division (LMD, QC)	<a href="mailto:licensing-monitoring@sra.gov.ph">licensing-monitoring@sra.gov.ph</a> <a href="mailto:rondellmanjarres@gmail.com">rondellmanjarres@gmail.com</a>	3-455-85-10 8-926-44-93 0949-711-1199 0998-593-3876
LMD Bacolod	<a href="mailto:lmdvisayas@gmail.com">lmdvisayas@gmail.com</a> <a href="mailto:icc_ph@yahoo.com">icc_ph@yahoo.com</a>	0998-845-3194 0998-845-3191
Sugar Regulation and Enforcement Division SRED, QC SRED Bacolod	<a href="mailto:sredqc@gmail.com">sredqc@gmail.com</a>  <a href="mailto:josewilson178@gmail.com">josewilson178@gmail.com</a>	3-455-07-93 0998-845-31-72  0998-845-3138
Environmental Laboratory Services, QC Environmental Laboratory Services, Bacolod	<a href="mailto:sraenvilab@gmail.com">sraenvilab@gmail.com</a>  <a href="mailto:sagevis@sra.gov.ph">sagevis@sra.gov.ph</a>	3-455-24-83 0908-890-6448 00919-061-3930
Sugar Laboratory, QC  Sugar Laboratory, Bacolod	<a href="mailto:abservices@sra.gov.ph">abservices@sra.gov.ph</a>  <a href="mailto:labservicesvisayas@gmail.com">labservicesvisayas@gmail.com</a>	3-455-86-16 0908-890-4953 (034) 435-37-58 0919-071-9203

The RD in SRA Quezon City and SRA Bacolod shall process the complete application requirements that are emailed by its stakeholders within its jurisdiction only, including those coming from SRA satellite offices in the Visayas (Iloilo City, Cebu City, Dumaguete City, & Leyte) for checklist, evaluation and online payments verification for License to Operate (LTO) as Trader, Bioethanol Producer/Manufacturer Registration, Shipping Permits, Laboratory Certificate and other related transactions such as Sugar Production Bulletin, etc.

Attached are the Step by Step Payment Guide and the SRA Fees Payment Details Form as your reference in the processing of your transaction and issuance of the necessary documents mentioned.

This is to ensure that all your concerns are accommodated accordingly thru email and phone calls while maintaining the practice of social distancing and limiting face-to-face contact for the safety of everybody while securing any of the above-mentioned documents.

All related communications prior to this Memorandum Circular are hereby revoked.

Please be guided accordingly.

## STEP BY STEP PAYMENT GUIDE IN THE PROCESSING OF VARIOUS REGULATION DEPARTMENT TRANSACTIONS

**Step 1:** Computation for the payment on the issuance of SRA transaction, then issue the Order of Payment (OP) thru e-mail.

**Step 2:** For Quezon City transactions:  
Deposit the payment thru the *Sugar Regulatory Administration*  
Account No. 0712100281 - LandBank of the Phils. (North Avenue Branch)

**Note:** For payments thru LandBank of the Phils. (North Avenue Branch)

On the upper side of the deposit slip, please write/indicate the name of the applicant/importer/consignee and indicate the type of transaction for the payment and details (e.g. Bill of Lading No. (BL)/ BOC Entry No. and volume/quantity applied).

*For Online payments*

*Proof of payment/screen shot (with reference or transaction number indicated therein) of the payment made. Please also fill-up the attached SRA payment form.*

**For the Visayas Transactions:**

Deposit to LBP Account # 0712-2220-42 – if for the payment of Shipping Permit Fees  
Deposit to LBP Account # 0712-2220-26 – if for the payment of sugar liens

*Deposit to LBP Account # 0422-1062-51 – if for payment of other fees or miscellaneous fees i.e  
Milling License Fee, License To Operate (LTO) fee, sugar & molasses analysis fee  
Dextran Analysis fee, Special Action Group for Environmental (SAGE) Fee,  
Request for comparative production reports and other data fee, Surveying services fee in the  
conduct of physical inventory, Land Use Reclassification fees, etc.*

**Step 3:**

Email the validated Deposit Slip/Proof of payment/screen shot of payment transaction as proof payment together with the SRA Fees Payment Details Form to the CONCERNED EMAIL ADDRESS provided in the MC or to the assigned SRA Special Collecting Officer assigned at the mill. Such proof shall be printed to process the issuance of the SRA Official Receipt (OR). The original copy of the OR will be sent to you for your reference or in SRA Quezon City, Bacolod Office or at the nearest SRA satellite office in your area.

**Step 4:**

The copy of your transaction (eg. LTO, Clearance, Shipping Permit, Laboratory Certificate, etc.) and the OR will be emailed to you for your reference. The original copy may be secured at the concerned SRA Office.

**REMARKS:** Please take note that all email proof of payments must be accompanied by the duly accomplished SRA Fees Payment Details Form to avoid delays in the processing of necessary SRA documents

<b>SRA FEES PAYMENT DETAILS (for online application)</b>	
<b>NAME OF PAYOR/APPLICANT/COMPANY:</b>	<b>DETAILS OF APPLICATION</b>
<b>NATURE OF TRANSACTION: Payment for</b> _____ _____ _____	<b>Quantity in Metric Ton (if any):</b>
<b>AMOUNT PAID:</b>	<b>Bill of Lading No. (if any):</b>
<b>DATE OF PAYMENT:</b>	<b>BOC Entry No. (if any):</b>
<b>MODE OF PAYMENT (Please choose one):</b>	
<p style="text-align: center;"><b>OVER-THE-COUNTER</b></p> <p>Landbank Name of Branch _____ _____</p> <p>Cash</p> <p>Check</p> <p style="padding-left: 40px;">Name of Bank: _____ _____</p> <p style="padding-left: 40px;">Name of Branch: _____ _____</p> <p style="padding-left: 40px;">Check No.: _____</p> <p style="padding-left: 40px;">Check Date: _____</p>	<p style="text-align: center;"><b>ONLINE PAYMENT</b></p> <p style="text-align: center;">Bank Fund Transfer</p> <p style="padding-left: 40px;">Name of Bank: _____ _____</p> <p style="padding-left: 40px;">Transaction No.: _____</p>

**NOTE :** *Please accomplish this form properly and must be emailed to the concerned SRA Office/Division together with the validated deposit slip for a smooth processing of transaction.*