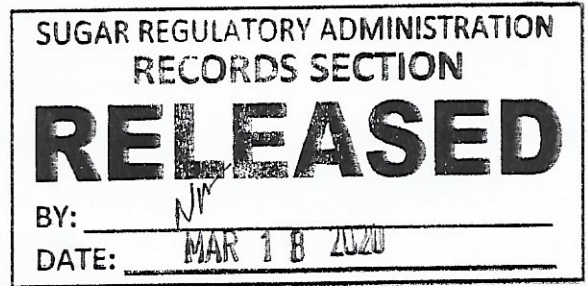




Republic of the Philippines  
 Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
 Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
 TIN 000-784-336

MEMO-REG-OTM-2020-Mar-028



March 16, 2020

**MEMORANDUM CIRCULAR No. 2**  
 Series of 2020

**To :** ALL CONCERNED STAKEHOLDERS  
 SUGAR, MOLASSES, HFCS, MUSCOVADO TRADERS/  
 FOOD PROCESSORS/MANUFACTURERS/EXPORTERS  
 PREMIX COMMODITY IMPORTERS/BIOETHANOL  
 MANUFACTURERS/PRODUCERS

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

**SUBJECT :** SUBMISSION OF APPLICATION FOR CLEARANCES, PREMIX  
 CERTIFICATES, LICENSE TO OPERATE (LTO) AS TRADER, LAB  
 ANALYSIS, PAYMENT OF FEES AND OTHER RELATED MATTERS

In relation to the community quarantine and social distancing due to the Covid-19 situation, all concerned stakeholders are hereby encouraged to address the above mentioned subject matter to the following email addresses and telephone numbers.

Office/Division	Email Address	Telephone Numbers
Regulation Department Office of the Manager	jrupertgarcia@yahoo.com	(8)926-44-93 0998-846-2028 0947-993-9082
Licensing and Monitoring Division	lmdqc_sra@yahoo.com	(3) 455-85-10 (8) 9264493 0949-889-9746 0949-711-1199 0998-593-3876



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID: 010202567



Website: <http://www.sra.gov.ph> Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
 Tel. No.: (632)929-3633, (632)455-2135, (632)455-3376



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

Sugar Transaction Division	Importallocation_sraqc@yahoo.com	(8) 929-9223 0998-845-3159
Sugar Regulation and Enforcement Division	feb_sept@yahoo.com.ph	(3) 455-07-93 0998-845-3172
Environmental Laboratory Services	bles_san@yahoo.com	345-52-483 0908-890-6448
Sugar Laboratory	jnc_sumagaysay@yahoo.com	345-58-615 0908-890-4953

Order of Payment (OP) shall be given upon request. Kindly ask the concerned office to scan the signed OP and email. Likewise, all payments shall be deposited to the official SRA Landbank Account Number. You may ask for the said account number from the concerned Office/Division. The scanned email of the deposited payment must be emailed to the concerned SRA Department/Division. Thereafter, the Official Receipt (OR) shall be scanned email back to the concerned stakeholder by our authorized SRA personnel.

Effective immediately until such time everything is back to normal.

Our employees and your welfare, health and safety are our concern.

Please be guided accordingly.

**ENGR. HERMENEGILDO R. SERAFICA**  
Administrator