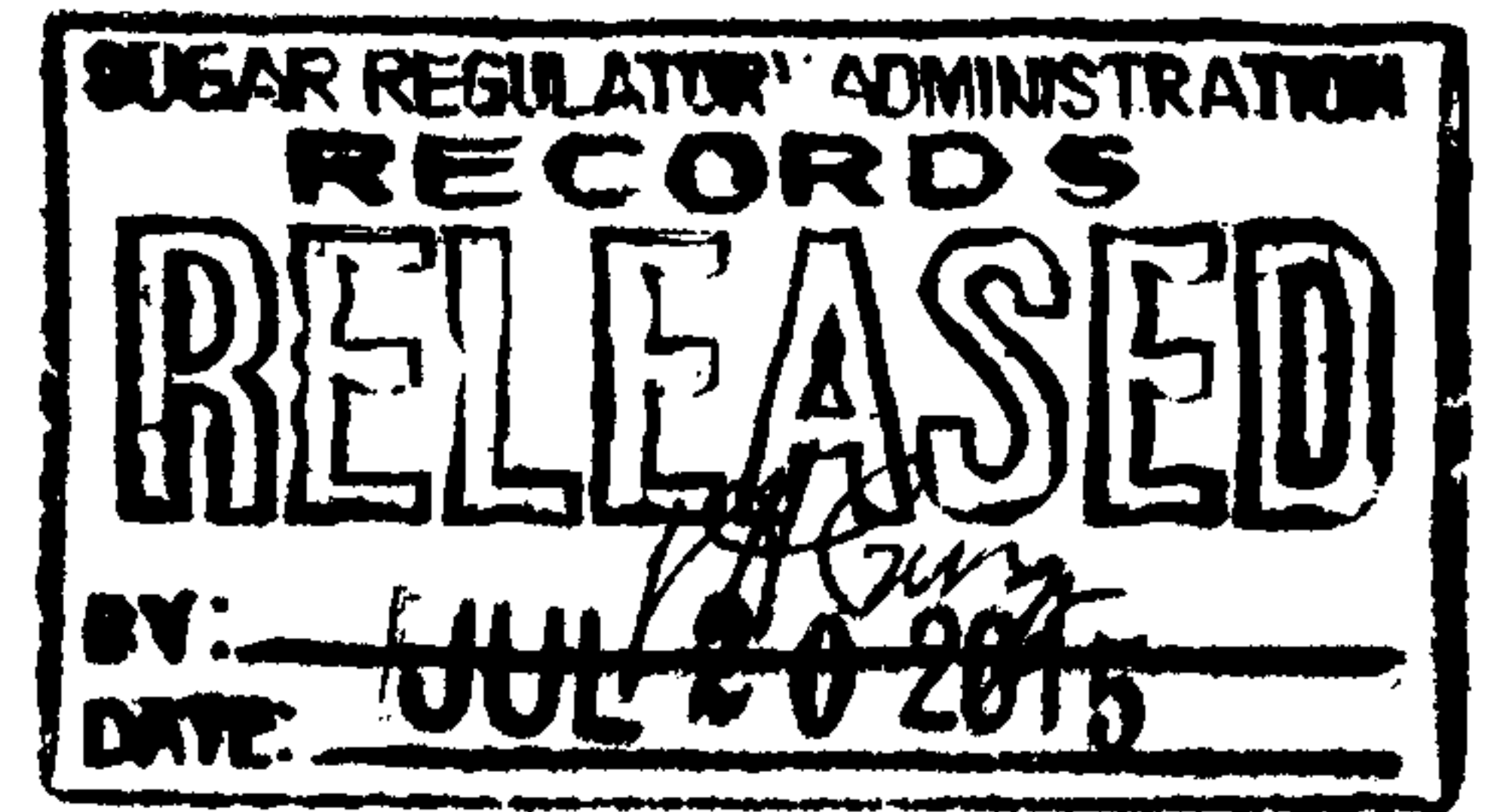




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



MEMO-REG-SRE-2015-Jul-001

July 14, 2015

CIRCULAR LETTER NO. **38**
Series of 2014 - 2015

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 2014-2015 sugar/molasses production and withdrawals, the inventory of sugar stocks and quedan-permits of CY 2014-2015/previous crop years, for the purpose of verifying the physical sugar stored at the mill/refinery warehouses and reconciling the same with the quedans that are still outstanding, is hereby to be conducted in all operating sugar mills/refineries on August 3 – 8, 2015 (schedule of inventory hereto attached) and in accordance with the following:

1. Except as stated in paragraph 2, hereof, an Inventory Team (IT) to witness the inventory for each sugar mill/refinery company 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, hired for this purpose shall conduct the physical sugar inventory in the presence of the Inventory Team (IT). After the completion of the physical inventory as certified by the representatives, and the submission of the final report, SRA will pay the Private Surveyor on the actual costs of the surveying services.

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 Inventory Forms A to G) certifying that a physical sugar and molasses stock inventory was conducted on the scheduled date and that each and every measurement was taken



in the presence of the witnesses and the specific dimensions and resultant volume is true and correct to the best of the IT personal knowledge.

In addition, all sketch plans and raw data sheets duly signed by all representatives should bear the following certifications:

We hereby certify that the above-measurements were taken in our presence and that the same are true and correct to the best of our knowledge.

Signed:

3. There shall be no withdrawal of raw and/or refined sugar and molasses in all mill/refinery warehouses/storage tanks during the entire duration of the physical sugar and molasses stock inventory. Assigned Regulation Officers should take note of the daily withdrawal within the week for both sugar and molasses, prior and after the conduct of inventory so as to facilitate the reconciliation of the balances.
4. The results of the physical sugar stock and molasses 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 Regulation Department (RD), SRA, Quezon City within Ten (10) calendar days from start of the physical sugar stock inventory.
5. All sugar mills are required to submit to the Regulation Department-SRA a listing of all outstanding quedans as of August 31, 2015, within Fifteen (15) calendar days thereafter.

Strict compliance of all concerned is hereby enjoined.


MA. REGINA BAUTISTA MARTIN
Administrator

Handwritten initials

Encl: as stated

NAME OF MILL: _____

MILL PHYSICAL SUGAR STOCK INVENTORY
 CROP YEAR 2014-2015

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/FEDERATIONS REPRESENTATIVES

_____	_____	_____
Name in Print & Signature	Name in Print & Signature	Name in Print & Signature
_____	_____	_____
Position/Title	Position/Title	Position/Title
MILL REPRESENTATIVE	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: _____

RAW SUGAR OUTSTANDING QUEDAN INVENTORY
 CROP YEAR 2014 – 2015

As of _____

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unquedanned	Total
2014 - 2015									
2013 - 2014									
2012 - 2013									
2011 - 2012									
2010 - 2011									
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

rw

NAME OF REFINERY: _____

REFINERY PHYSICAL SUGAR STOCK INVENTORY
 CROP YEAR 2014-2015

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) 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

NAME OF REFINERY: _____

REFINERY BOOK INVENTORY
 CROP YEAR 2014-2015

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	_____

We hereby certify that as per record of _____, the abovementioned volume of outstanding 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 2014-2015

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/FEDERATIONS REPRESENTATIVES

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position/Title	_____ Position/Title	_____ Position/Title

MILL REPRESENTATIVE	SURVEYOR REPRESENTATIVE	SRA REPRESENTATIVE
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_____ 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 2014-2015

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 2014-2015

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:			

CERTIFICATION

This certification is being issued pursuant to Circular Letter No. _____, series of 2014 – 2015 as witnesses to the said inventory.

PLANTERS' ASSOCIATION / COOPERATIVE REPRESENTATIVE(S)

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

MILL / REFINERY REPRESENTATIVE(S)

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

SURVEYOR REPRESENTATIVE(S)

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

SRA REPRESENTATIVE(S)

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

Name in Print & Signature

Position / Title

mm

Physical Sugar & Molasses Stock Inventory
Crop Year 2014 - 2015
August 3 - 8, 2015

I. LUZON

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
CARSUMCO	August 5 - 7	Nelson Cacayorin Ernesto Ortaliz Danilo Garcia	G
CAT	August 4	Edmundo Yasay Elizabeth Porciuncula Marieliz Siman	G
SCISM	August 3	Celerina Ching Arnulfo Jacobe Faith Sangalang	G
BSCI	August 3	Jilah Cadungon Edmundo Yasay Nenita Apacible	H
CADPI	August 4 - 5	Arnulfo Jacobe Nenita Apacible Jilah Cadungon	H
PENSUMIL	August 6 - 8	Rahman Dunton John Paul Antes Arnold De Castro	H

II. MINDANAO

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	August 3 - 4	Elisa Lao Joel Araneta Lucia Lopez	I
CRYSTAL	August 5 - 6	Daisy Depalubos Lorenzo Garay Joel Araneta	I
DASUCECO	August 6	Cresologo Juntilla Elisa Lao	J
COSUCECO	August 7	Lucia Lopez Daisy Depalubos	J

Supervision:

Corazon D. Boyero
Chief SPRO, SRED-L & M

Ma. Natalia R. Tasis
Supervising SPRO

III. VISAYAS

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
SAGAY	August 3	Wilson Lamig	A
OPTION - MPC	August 3	Wilson Lamig	A
LOPEZ	August 3 - 4	Consolacion Herrera Locelle Roquillas Bob Bollon *	B
VMC	August 3 - 5	Sandra Mercurio Jose Genaro Parroco Bob Bollon *	C
HPCO	August 3 - 4	Allan Navales	D
FFHC	August 5	Maricris Rojo Ernesto Albino	A
CACI	August 5 - 6	Helen Donesa	D
BISCOM	August 5 - 6	Jose Gerardo Suarez Merlene Lobrido	B
SONEDCO	August 6 - 7	Joemel Elbanbuena Romeo Ombi-on	C
URSUMCO	August 3 - 4	Elias Pangantihon	E
CAB	August 5 - 6	Francisco Banlaygas	E
HTCI	August 7	Cecil Tuazon	E
BOMEDCO	August 3	Berwin Buenconsejo	F
HISUMCO	August 5 - 6	Gino Maginoo Salonga Saturnina Bayona	F
CAPIZ	August 6	Jerry Celo	A
CASA	August 7	Aniano Chavez Mae Mendez	A
PASSI	August 8	Ivy Cababasay Mae Mendez	A

* - Bacolod City subsidiary warehouse only.

Supervision:

Sofronio L. Cordova Jr.
Chief SPRO, SRED-Visayas

Flor S. Nepomuceno
Supervising SPRO

Ma. Rosario R. Sola
Supervising SPRO