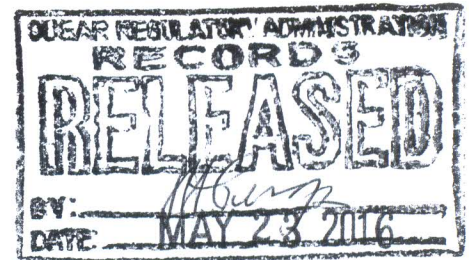




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



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



