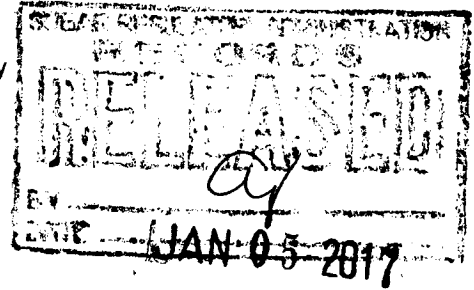




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



**MEMO-AFD-2016-Dec-018**

December 12, 2016

**MEMORANDUM CIRCULAR NO. 12**  
Series of 2016

**FOR:** Sugarcane Planters, Sugarcane Block Farms & Cooperatives, Sugar Mills/Refineries/Associations/Federations, Mill District Development Councils & Foundations, Sugar/Muscovado/Molasses Importers/Exporters & Domestic Traders, Custom Bonded Warehouses (CBWs) & Bio-ethanol/Ethanol Producers

**FROM:** ANNA ROSARIO V. PANER *paner*  
Administrator

**SUBJECT:** Designation of Authorized Liaison Officers

To establish and institute sound, organized, efficient and effective systems and procedures, and to provide the smooth flow of your business transactions with the Sugar Regulatory Administration (SRA), we are respectfully requiring you to submit the name/s of your designated representative/s of your concerned institution as authorized Liaison Officer/s (LOs) to transact business with SRA. There shall be at least two (2) designated LOs, one would be the principal and the other one would be an alternate.

In your endorsement letter, please provide us the information and personal circumstances of your designated LOs as required in the Application Form. The Form, once accomplished, shall be submitted to the Human Resource Section, 2<sup>nd</sup> Floor, Annex Main Building, Sugar Regulatory Administration, North Avenue, Diliman, Quezon City, for Luzon and Mindanao applications, and Human Resource Section, Ground Floor, Sugar Regulatory Administration, Araneta St., Singcang, Bacolod City for Visayas applications.

SRA shall then prepare and issue the official liaison ID to your designated LOs which shall be used every time your institution does business transaction with us. SRA will not entertain or honour any of your business transactions other than the LOs.

Attached are the application form as annex "A" for the designation of Liaison Officer/s and list of addressees of the concerned institution/company as annex "B", for your reference.

Your compliance is enjoined. Thank you.

1/5/17



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**Annex "A"**

**APPLICATION FORM: DESIGNATION OF LIAISON OFFICER/S**

(Sugarcane Planters, Sugarcane Block Farms & Cooperatives, Sugar Mills/Refineries/Associations/Federations, Mill District Development Councils & Foundations, Sugar/Muscovado/Molasses Importers/Exporters & Domestic Traders, Custom Bonded Warehouses (CBWs) & Bio-ethanol/Ethanol Producers)

Instruction: Please fill-in and accomplish the application form and write legibly. You submit the accomplished form to the Human Resource Section, 2<sup>nd</sup> Floor, Annex Main Building, Sugar Regulatory Administration, North Avenue, Diliman, Quezon City, for Luzon and Mindanao applications, and Human Resource Section, Ground Floor, Sugar Regulatory Administration, Araneta St., Singcang, Bacolod City for Visayas applications

Date Accomplished/Submitted:

Date Received by SRA:

Name of Sugarcane/Sugar Business Institution/Company:	
Institution/Company Address:	
Contact Number:	
Email Add/Twitter/Instagram:	
Liaison Officer's Designation:	Please Check: ( ) Principal ( ) Alternate
Name:	
Contact Number:	
Birth Date:	
Sex:	
Civil Status:	
Provincial Address, if any:	
City Address, if any:	
Highest Educational Attainment:	
Profession:	
Institution/Company Position:	
Number of Children, if applicable:	
Valid Company ID Number:	
Tax Identification Number:	

We hereby certify that the above-mentioned personal and professional information and circumstances are true and correct as designated Liaison Officer/s who is/are authorized to transact business with SRA, in behalf of our institution or company.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 (Signature Above Printed Name)  
 Institution/Company Head/Chairman/President/  
 or its Authorized Representative

Verified and Validated by: \_\_\_\_\_ Date: \_\_\_\_\_  
 SRA Authorized Validator/Verifier