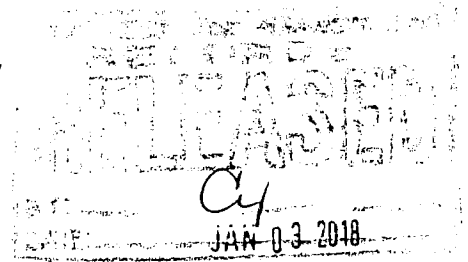




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



MEMO-ADM-2018-Jan-002

January 3, 2018

**MEMORANDUM ORDER No. 2**  
Series of 2018

<b>OFFICE OF THE MANAGER</b> <b>PLANNING &amp; POLICY DEPARTMENT (PPD)</b>	
Received by :	<i>Jen</i>
Date	<i>1/3/18</i>
Name	<i>1:20 pm</i>

To : **ALL SRA PERSONNEL**

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

**SUBJECT : REPORTING OF OFFICIAL EVENTS AND MEETINGS ATTENDED**

Without proper communication and information dissemination throughout the entire agency, each member will not be able to perform well the task that is required in order for SRA to fulfill its mandate. As one agency working towards one vision and mission, it is of utmost importance that all members of this agency receive the necessary information in a timely manner so we could all move as one body for the good of the industry that we serve.

For timely dissemination of information essential to the efficient and smooth operations of SRA and implementation of SRA and SIDA programs, all SRA Personnel who attend an event or meeting in an official capacity, are hereby directed to submit to the Office of the Administrator a written report on relevant information discussed in the event or meeting attended.

The report must be as concise as possible and should include only pertinent information especially on issues that need to be tackled or actions to be taken. This must be submitted to the Office of the Administrator within 24 hours after attendance to the activity. If several personnel attend the same activity, they can submit one report signed by all of the attendees. Attached is prescribed format for reporting.

The Office of the Administrator shall disseminate the reports to the concerned departments.

For strict compliance. Effective immediately.

## **ACTIVITY REPORT:**

### **Title of Activity**

Venue, Date and Time of Activity

### **Attendees:**

(Should include names and position of attendees not only from SRA but from other agencies and private persons of interest. If there are more than 10 attendees, name only the key officials).

### **Background:**

(Give a background of the activity so that those who are not familiar with the project/topic will understand why the activity is important and why it needs SRA attention and resources).

### **Highlights:**

(Write this in bullet form. May be broken down to subtopics when necessary. This may include pertinent topics discussed, updates, issues / concerns, actions taken, commitments, actions to be taken, next steps, recommendations, etc. Use another page when necessary).

### **Attachments:**

Any supporting documents essential to the report

Reported by:

Signature

NAMF

Position