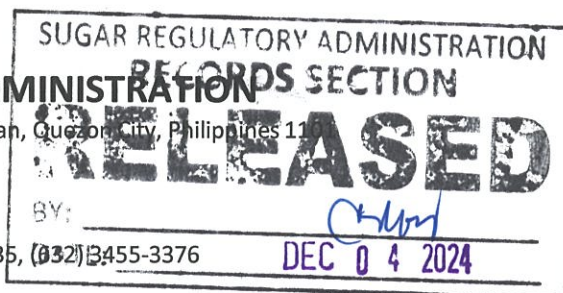




Republic of the Philippines  
Department of Agriculture

**SUGAR REGULATORY ADMINISTRATION**  
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MEMO-PPSPD-2024-Dec- 02

December 2, 2024

## MEMORANDUM CIRCULAR NO. 13

Series of 2024

**SUBJECT: GUIDELINES IN MONITORING AND EVALUATION OF MACHINERIES  
AND BENEFICIARIES UNDER THE JAPAN NON-PROJECT GRANT AID  
(NPGA) PROGRAM**

### I. Policy Statement

The Sugar Regulatory Administration (SRA), established under Executive Order No. 18 (EO 18), Series of 1986, is mandated to promote the growth and development of the sugar industry. Additionally, Republic Act No. 10659, otherwise known as the Sugarcane Industry Development Act of 2015 (SIDA), mandated SRA to promote the competitiveness of the sugarcane industry and maximize the utilization of sugarcane resources, and improve the incomes of farmers and farm workers, through improved productivity, product diversification, job generation, and increased efficiency of sugar mills.

The proposal by the SRA to the Japan Government for the Non-Project Grant Aid (NPGA) on Economic and Social Development Programme was endorsed by the Department of Finance (DoF) to the Government of Japan (GOJ) through the Department of Foreign Affairs (DFA). The Exchange of Notes (E/N) for the Japan NPGA to SRA, amounting to eight hundred million Japanese Yen (¥ 800,000,000.00), was signed on June 8, 2020 by the Secretary of DFA on behalf of the Government of the Philippines and by the Ambassador of Japan to the Philippines. The funds were utilized to procure farm machinery and implements, which were subsequently distributed to the beneficiaries of the program.

On August 17, 2021, the SRA and the DoF entered into a Memorandum of Agreement (MOA) to institutionalize the effective implementation of the farm mechanization program funded by the Japan NPGA. Under the MOA, the SRA is responsible for monitoring the program's implementation and submitting annual accomplishment and status reports to the DoF, DA, and the Embassy of Japan in the Philippines, through the Japan Agriculture Attaché.



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In accordance with Section VII of SRA Memorandum Circular No. 5, Series of 2021, or the Revised Implementing Guidelines for the Japan NPGA under the Economic and Social Development Programme, the Sugar Regulatory Administration (SRA) has established a Project Management Team (PMT) for the Japan NPGA. This section also mandates that the PMT design and implement monitoring and evaluation guidelines for the program. Hence, in order to establish the process of monitoring and evaluation of accomplishments of the program, the SRA hereby publishes these guidelines.

## **II. Scope and Coverage**

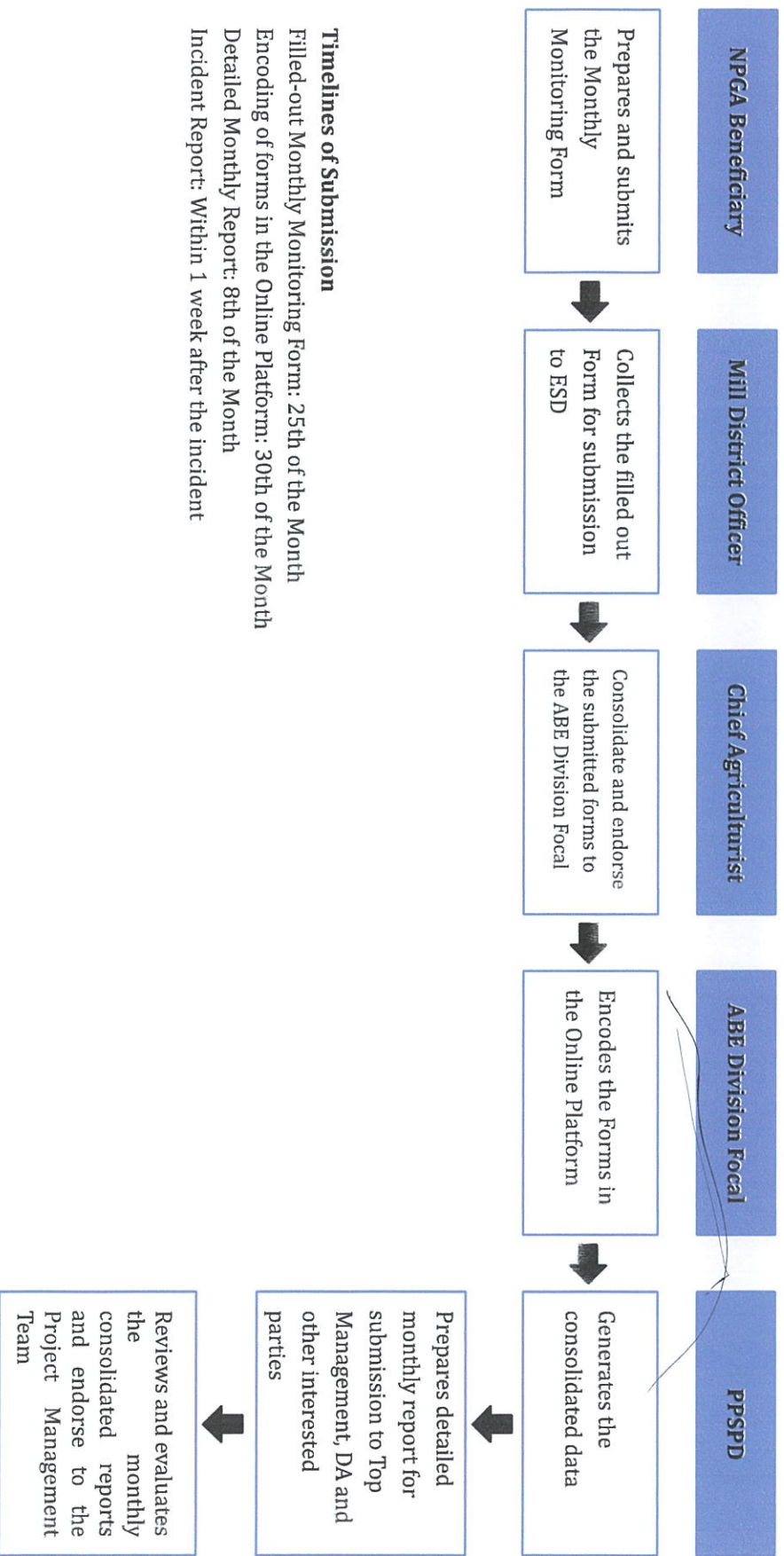
The guidelines cover the reportorial requirements and process flow for reports, including incident reports, in cases of defective parts, accessories, machinery, or in instances of loss, damage, or theft of the donated machinery.

## **III. Reportorial Requirements**

1. The Mill District Officers shall ensure the timely submission of the Monthly Farm Machinery Monitoring Form (**ANNEX A**) from the beneficiaries, which includes data on service fees and hectares served, disaggregated by sex and ethnicity.
2. All reports gathered from the beneficiaries shall be noted by the Mill District Officer before being consolidated by the Extension Services Division (ESD).
3. Once consolidated, the data shall be encoded into the centralized database by the Agricultural and Biosystems Engineering (ABE) Division.
4. The centralized database shall be accessed by the Planning, Policy and Special Projects Department (PPSPD) in creating monthly reports to SRA's Top Management, the Department of Agriculture (DA) and other interested parties.
5. Failure to submit the Monthly Farm Machinery Monitoring Form for three (3) consecutive months shall subject the beneficiary to an audit by the ABE Division.
6. In the event of loss, damage, or theft of the donated machinery and/or implements, the beneficiary shall submit an incident report to the ESD within seven (7) days from the incident. The ESD will conduct an investigation to verify the beneficiary's claims.
7. If there is a report on defective parts, accessories and the machinery, a verification audit will be conducted by the ABE Division.

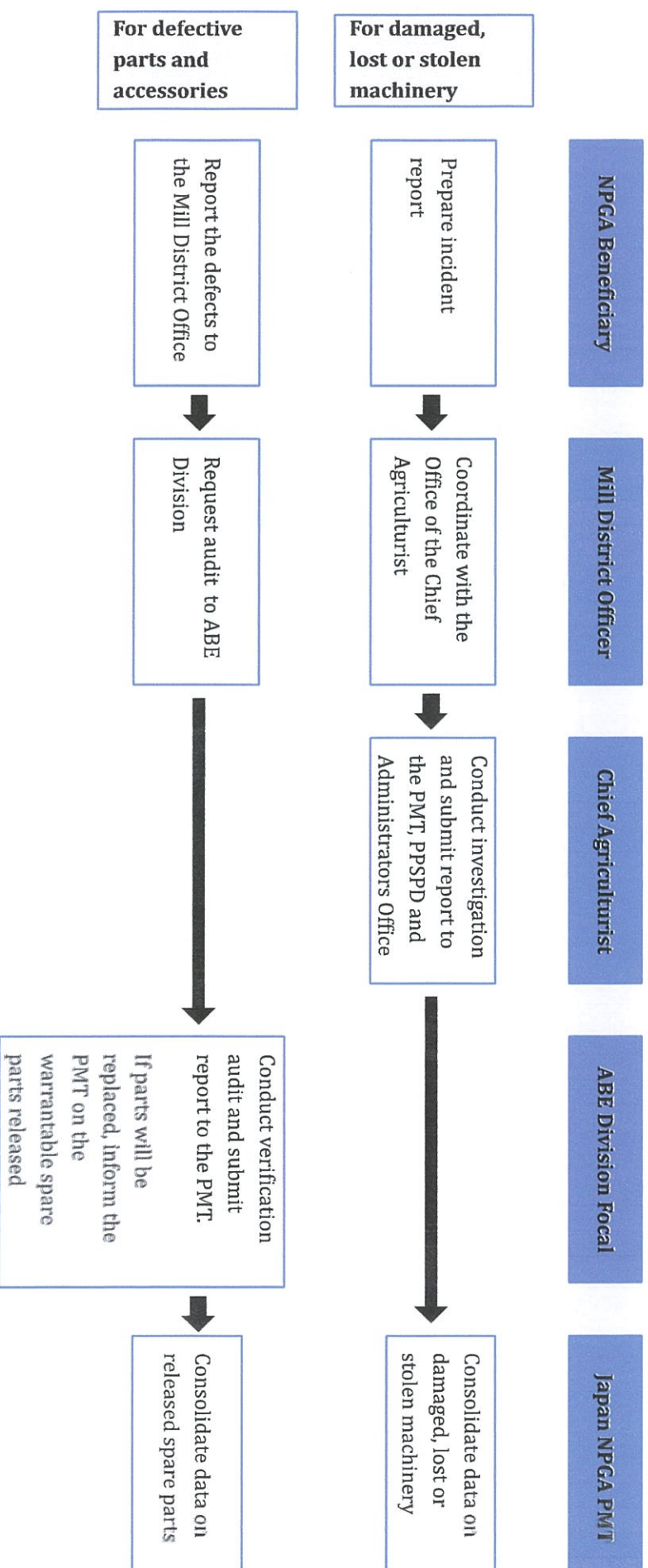
## IV. PROCESS FLOW

### A. MONITORING





## B. INCIDENT REPORTS IN CASE OF DAMAGED, LOST OR STOLEN MACHINERY OR DAMAGED PARTS



### Timelines of Submission


Incident Report: Within 1 week after the incident

Investigation or Audit Report: Within 1 week after the investigation or verification audit

## **V. Repealing Clause**

All previous issuances inconsistent herewith are hereby deemed revoked and amended accordingly.

Approved (By the Authority of the Sugar Board):

  
**PABLO LUIS S. AZCONA**  
*Administrator* *ds*

**Japan Non-Project Grant Aid Program**

MILL DISTRICT		MONTH COVERED	_____, 20__		
<b>I. BENEFICIARY PROFILE:</b>					
ASSOCIATION					
OFFICIAL BUSINESS ADDRESS (NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)				CONTACT PERSON/ CHAIRPERSON	
CONTACT NUMBER		EMAIL ADDRESS			
COORDINATES OF BUSINESS ADDRESS (LATITUDE, LONGITUDE)					
<b>II. MACHINERY PROFILE:</b>					
NO	TYPE OF MACHINERY	CHASSIS NO.	SERIAL NO.	TOTAL OPERATING HOURS	STATUS
NO. OF IMPLEMENTS PROVIDED					
<input type="checkbox"/> SUGARCANE PLANTER <input type="checkbox"/> POWER HARROW <input type="checkbox"/> FLAIL MOWER					
<b>III. FARM OPERATION:</b>					
<b>INCOME</b>			<b>REPAIRS/ MAINTENANCE</b>		
MONTHLY GROSS INCOME (PHP)			LATEST PERIODIC MAINTENANCE		
TOTAL EXPENSES (PHP)			REPAIRS CONDUCTED (IF ANY)		
NET INCOME (PHP)					
<b>PREPARED BY</b>			<b>NOTED BY</b>		
<b>BENEFICIARY CHAIRPERSON</b>			<b>MILL DISTRICT OFFICER</b>		
DATE PREPARED		____/____/20__	DATE SIGNED		____/____/20__





