

**FUNCTIONAL STATEMENTS
SUGAR REGULATORY ADMINISTRATION**

I. OFFICE OF THE SUGAR BOARD

Formulates policies pertaining to the sugar industry and operation of the Sugar Regulatory Administration. Staffs herewith shall serve as the Board Secretariat.

A. INTERNAL AUDIT DEPARTMENT

Conducts the following audits: financial, compliance, operations and management, organization and methods. Analyzes and evaluates audit findings. Provides audit opinions to top management based on results of their evaluation and analysis of policies, procedures and standards on administration organization and existing work methods. Reviews and appraise the soundness, adequacy and application of policies, procedures and standards on administration, organization and existing work methods and procedures, and make recommendations for their improvement.

II. OFFICE OF THE ADMINISTRATOR

Conducts the overall administration of the Sugar Regulatory Administration. Recommends policies to the Sugar Board regarding the sugar industry and SRA. Enforces/implements the policies, resolutions, orders and instructions of the Sugar Board. Conducts consultations with various players of the sugar industry (farmers, millers, traders, consumers) regarding policy formulation and implementation.

A. CORPORATE LEGAL DEPARTMENT

Provides legal advice to the Board and the Administrator. Presents analysis of policy recommendations to the Board. Provides legal services for the protection of corporate rights, interests and property. Prepares and reviews legal contracts and legal instruments. Ensures legality and consistency of Board Resolutions with existing policies. Provides assistance to the Solicitor General in prosecuting cases where SRA is a party.

B. PLANNING AND POLICY DEPARTMENT

Formulates short, medium and long term plans of SRA in direct coordination with the office of the Administrator consistent with national policies and plans of the sugar industry and based on its objectives. Formulates and prepares strategies for implementation. Coordinates with other government and non-government entities on matters relating to sugar and SRA. Provides the Board and top management with all the information needed for decision-making. Develops comprehensive communication program for SRA. Undertakes Special Projects for SRA (project identification, feasibility studies, preparation of project proposals). Serves as the permanent technical working group of the Board and the Administrator. Coordinates the development and implementation of information systems that will provide the information needs of SRA. Takes care of the proper operation of SRA's information system.

III. OFFICE OF THE DEPUTY ADMINISTRATOR

Assist the Administrator in overseeing the day-to-day activities of SRA. Provides technical assistance and support in administering all matters related to the efficient formulation and implementation of plans and policies for the attainment of the Administration's goals and objectives. Ensures sound management of corporate funds/resources.

A. ADMINISTRATIVE AND FINANCE DEPARTMENT

Provides direction in policy formulation and planning on matters of financial and administrative management of SRA in coordination with the administrative and finance staff located in Visayas. Prepares Integrated reports regarding financial and administrative management of SRA. Maintains the financial accounts of SRA. Prepares the annual budget of SRA.

A.1 GENERAL ADMINISTRATIVE DIVISION

Formulates, recommends and implements policies/guidelines, systems and procedures related to job organization/information, HR planning, acquisition, movement, timekeeping, leave administration, work, health & safety conditions, rewards and sanctions, performance monitoring/evaluation/management, benefits and salary administration, management-employee relations, counseling, career planning and organization structuring and development and administers the same. Manages the manpower training & development and welfare programs of SRA. Manages personnel records of SRA. Undertakes planning, scheduling, monitoring and evaluation of all constructions, maintenance and repair of all SRA buildings, facilities and vehicles in SRA. Provides other support services to SRA. Undertakes procurement of office equipment, supplies and materials of SRA.

A.2 ACCOUNTING DIVISION

Develops and implements corporate financial policies for consistency & uniformity in the accounting system of corporate funds. Undertakes general accounting (book keeping and financial reporting) and property accounting. Undertakes general accounting (book keeping and financial reporting) and property accounting (inventory, fixed assets and construction accounting). Ensures fair presentation of corporate financial condition and result of operations.

A.3 BUDGET AND TREASURY DIVISION

Formulates policies and guidelines for the preparation of the SRA's annual operating budget. Undertakes budget formulation, monitoring, controlling and reporting of the whole SRA. Oversees budget implementation to achieve a synchronized & systematic flow of funds and resources. Prepares periodic accounting reports for SRA. Undertakes collection and disbursement in SRA, including that of Sugar-Agricultural Competitiveness Enhancement Fund (Sugar-ACEF).

B. REGULATION DEPARTMENT

Enforces/implements SRA policies, rules and regulations pertaining to production, importation and exportation, withdrawals and disposition of sugar and sugar by-products in Luzon and Mindanao.

B.1 SUGAR TRANSACTION DIVISION

Issues clearances/authority to ensures the timely and proper disposition of sugar for the domestic, U.S. and world markets. Evaluates and allocates sugar requirements of processors/exporters under the Customs Bonded Warehouse (CBW). Issues clearances to sugar (and by-products e.g. molasses) importation for domestic market and sugar-based products for export to the world market.

B.2 LICENSING AND MONITORING DIVISION – LUZON & MINDANAO

Issues licenses to sugar mills/ refineries and traders (sugar/molasses/muscovado) situated in Manila and nearby provinces. Manages/controls the printing and distribution of sugar quedans/permit forms. Provides timely and accurate information on sugar production, withdrawals, stock balances and prices. Serves as industry community expert at the BOC to monitor sugar (and by-products, e.g. molasses) and sugar products (premix sugars) importation. Issues clearances to sugar products (premix sugars). Monitors warehouses of processors/exporters under the Customs Bonded Warehouses (CBW) in Manila and nearby provinces.

B.3 SUGAR REGULATORY ENFORCEMENT DIVISION – LUZON & MINDANAO

Enforces SRA sugar policies, rules & regulations pertaining to production (and importation), withdrawals and disposition of sugar (and sugar by-products) in operating sugar mills and refineries in Luzon & Mindanao, including ports for coastwise sugar movement.

C. RESEARCH DEVELOPMENT AND EXTENSION DEPARTMENT

Undertakes research and development on sugarcane farming, sugar processing in Luzon and Mindanao. Disseminates new technologies to increase production of sugarcane, sugar and its by-products of the sugarcane mill districts in Luzon and Mindanao.

C.1 RESEARCH & LABORATORY DIVISION (LAREC)

Undertakes research and development on sugarcane farming, sugar processing and sugar co-products. Generates, verifies and recommends new technologies that will increase the yield and profitability of sugarcane farms and sugar millers in the areas covered by LAREC. Provides soils, cane juices and fertilizer laboratory/testing services. Develops and recommends new high yielding sugarcane varieties for commercial planting through hybridization, selection and variety testing. Provides technical services such as lime and fertilizer recommendations, soil fertility mapping, survey of potential sugarcane growing areas, pests and diseases

assessment. Acquires, maintains and characterizes germplasm collection of foreign and local parental varieties for hybridization.

C.2 EXTENSION AND TECHNICAL SERVICES DIVISION - LUZON & MINDANAO

Disseminates recommended technologies and information on cane and sugar production, new high yielding varieties of sugarcane, sugarcane-based farming systems and co-products of sugarcane. Conducts farmers trainings/seminars in the different milling districts covered by LAREC. All functions are coordinated with the programs/projects of the respective Mill District Development Council (MDDC) and their respective Research and Extension Centers. Conducts technical assessment and provides technical assistance, analytical, and extension services to the mills and refineries in areas of machineries, energy, process, capacity and environment. Provides technical/engineering support as maybe required by any SRA unit and/or industry constituents.

IV. OFFICE OF THE ASSISTANT ADMINISTRATOR

Oversees the day-to-day activities of SRA in Visayas. Ensures effective implementation of plans and policies in Visayas office for the attainment of the Administration's goals and objectives. Ensures sound management of corporate funds/resources in Visayas office.

A. REGULATION DEPARTMENT

Enforces/implements SRA policies, rules and regulations pertaining to production, importation and exportation, withdrawals and disposition of sugar and sugar by-products in Visayas.

A.1 LICENSING AND MONITORING DIVISION - VISAYAS

Issues licenses to sugar mills/ refineries and traders (sugar/molasses/muscovado) situated in Visayas and near provinces. Manages/controls the printing and distribution of sugar quedans/permit forms. Provides timely and accurate information on sugar production, withdrawals, stock balances and prices. Serves as industry community expert at the BOC located in Visayas to monitor sugar (and by-products, e.g. molasses) and sugar products (premix sugars) importation. Issues clearances to sugar products (premix sugars). Monitors warehouses of processors/exporters under the Customs Bonded Warehouses (CBW) in Visayas region.

A.2 SUGAR REGULATORY ENFORCEMENT DIVISION – VISAYAS

Enforces SRA sugar policies, rules & regulations pertaining to production (and importation), withdrawals and disposition of sugar (and sugar by-products) in operating sugar mills and refineries in Visayas, especially Negros and Panay, including ports for coastwise sugar movement.

B. RESEARCH DEVELOPMENT AND EXTENSION DEPARTMENT

Undertakes research and development on sugarcane farming, sugar processing in Visayas. Disseminates new technologies to increase production of sugarcane, sugar and its by-products of the sugarcane mill districts in Visayas.

B.1 RESEARCH & LABORATORY DIVISION – LA GRANJA RESEARCH CENTER

Undertakes research and development on sugarcane farming, sugar processing and sugar co-products. Generates, verifies and recommends new technologies that will increase the yield and profitability of sugarcane farms and sugar millers in Visayas region. Provides soils, cane juices and fertilizer laboratory/testing services. Develops and recommends new high yielding sugarcane varieties for commercial planting through hybridization, selection and variety testing. Provides technical services such as lime and fertilizer recommendations, soil fertility mapping, survey of potential sugarcane growing areas, pests and diseases assessment. Acquires, maintains and characterizes germplasm collection of foreign and local parental varieties for hybridization.

B.2 EXTENSION AND TECHNICAL SERVICES DIVISION - VISAYAS

Disseminates recommended technologies and information on cane and sugar production, new high yielding varieties of sugarcane, sugarcane-based farming systems and co-products of sugarcane. Conducts farmers trainings/seminars in the different milling districts in Visayas region. All functions are coordinated with the programs/projects of the respective Mill District Development Council (MDDC) and their respective Research and Extension Centers. Conducts technical assessment and provides technical assistance, analytical, and extension services to the mills and refineries in areas of machineries, energy, process, capacity and environment. Provides technical/engineering support as maybe required by any SRA unit and/or industry constituents in Visayas.