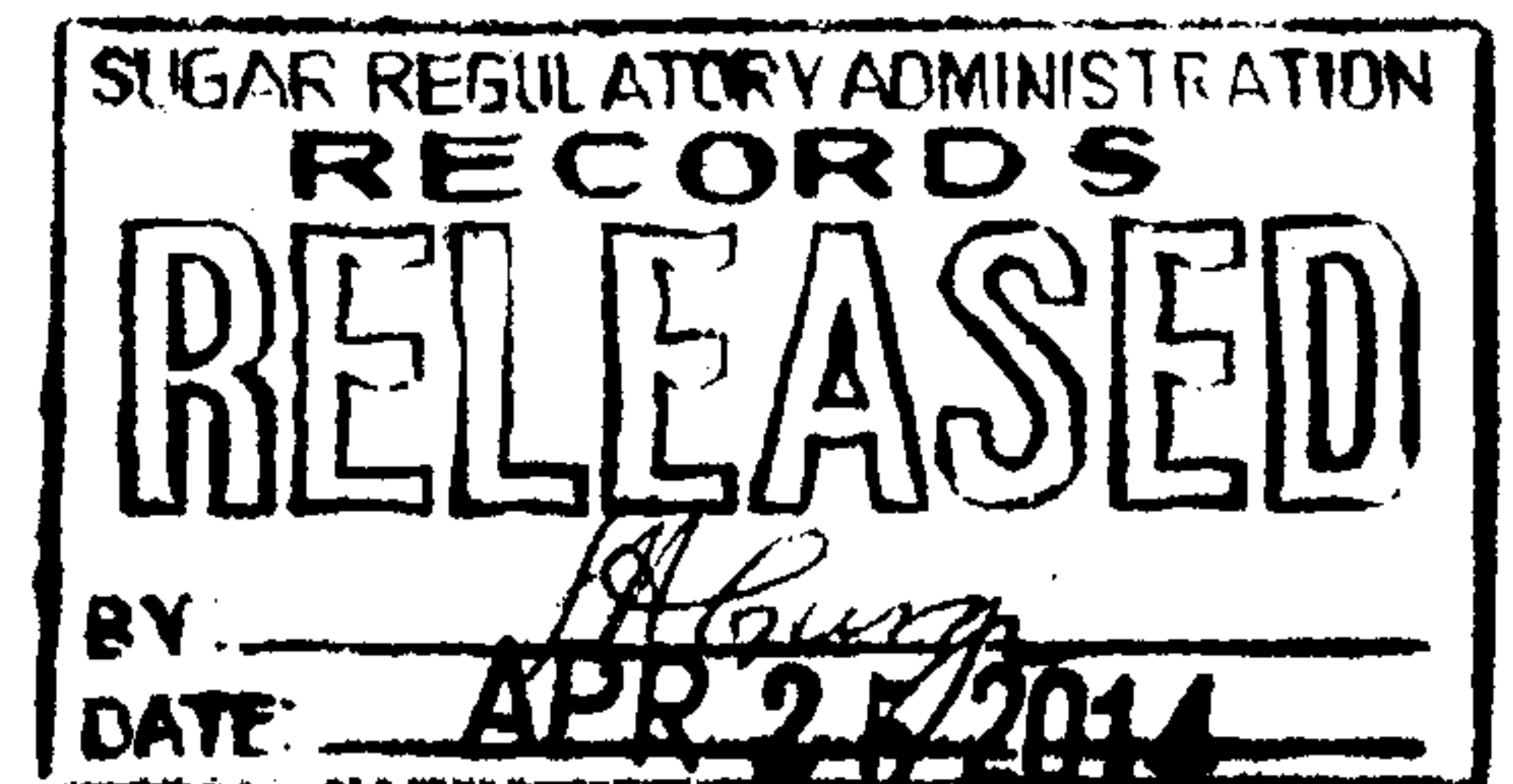




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Araneta Street, Singcang, Bacolod City
Philippines 6100
TIN 0000-784-336



MEMORANDUM ORDER NO. 4

DATE : APRIL 23, 2014

TO : ALL MILLS AND REFINERIES

SUBJECT : Crop year 2013-2014 Milling Termination Physical Sugar and Molasses Stock Inventory

In view of crop year 2013-2014 milling termination, this office advised 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 (IT) are hereby created, which shall be responsible for conducting the inventory to be assisted/witnessed by Planters' Associations and Mill representatives. SRA inventory team shall see 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 witness-representatives and must be submitted within five (5) calendar days from the date of inventory.

All daily sugar and 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 various inventory forms for strict compliance of all concerned.

Please be guided accordingly.


MA. REGINA B. MARTIN
Administrator

Cc: Asst. Administrator
HR/RD-Visayas

Fn:/SLC/2014 Inventory - To all mills 2014 04-23



NAME OF MILL: _____

**MILL PHYSICAL SUGAR STOCK INVENTORY
 CROP YEAR 2014**

As of _____

	Bulk (LKg-Bag)	Bagged (LKg-Bag)
I. RAW SUGAR STOCK PRODUCED BY MILL	_____	_____
II. RAW SUGAR STOCK FROM OTHER SOURCES	_____	_____
a. From other Mill/s	_____	_____
b. Imported	_____	_____
Total	_____	_____

Total, Bulk & Bagged (LKg) _____
 (MT) _____

We hereby certify that as per physical inventory of raw sugar stock at the mill warehouse of _____ the measurements of the bulk/bagged raw sugar are true and correct to the best of our personal knowledge.

*Please include stock profile, computation, etc.

PLANTERS / FEDERATION REPRESENTATIVE(S)

_____ Name in Print & Signature	_____ Name in Print & Signature	_____ Name in Print & Signature
_____ Position/Title	_____ Position/Title	_____ Position/Title

MILL REPRESENTATIVE

SRA REPRESENTATIVE

Name in Print & Signature

Position/Title

Name in Print & Signature

Position/Title

NAME OF MILL: _____

RAW SUGAR OUTSTANDING QUEDAN INVENTORY
 CROP YEAR 2013 – 2014

As of _____

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unquedanned	Total
2013 - 2014									
2012 - 2013									
2011 - 2012									
2010 - 2011									
2009 - 2010									
2008 - 2009									
Total (MT)									

We hereby certify that as per record of _____, the abovementioned volumes of outstanding raw quedan-permits as of date hereof are true and correct.

 (Name of Mill Company)

 Name in Print & Signature

 Position / Title

NAME OF REFINERY: _____

REFINERY PHYSICAL SUGAR STOCK INVENTORY
CROP YEAR 2013-2014

As of _____

	VOLUME (LKg-Bag)
I. REFINED SUGAR STOCK	
1. From Raw Mill	_____
2. From Other Sources:	_____
a. From Other Mill/s	_____
b. Imported	_____
TOTAL	_____

We hereby certify that as per physical inventory of refined sugar stock at the mill warehouse of _____, the measurements of the bagged sugar are true and correct to the best of our personal knowledge.

REFINERY REPRESENTATIVE(S)

SRA REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

NAME OF MILL/REFINERY: _____

PHYSICAL RAW & REFINED MOLASSES STOCK INVENTORY
CROP YEAR 2013-2014

TOTAL MOLASSES STOCK	VOLUME (M ³)	EQUIVALENT WEIGHT (MT)

We hereby certify that as per physical inventory of molasses stocks at the tanks of _____, the quantity of molasses stated herein and the measurements and analyses attached are true and correct to the best of our personal knowledge.

PLANTERS / FEDERATION REPRESENTATIVE(S)

Name in Print & Signature

Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

Position/Title

MILL REPRESENTATIVE

SRA REPRESENTATIVE

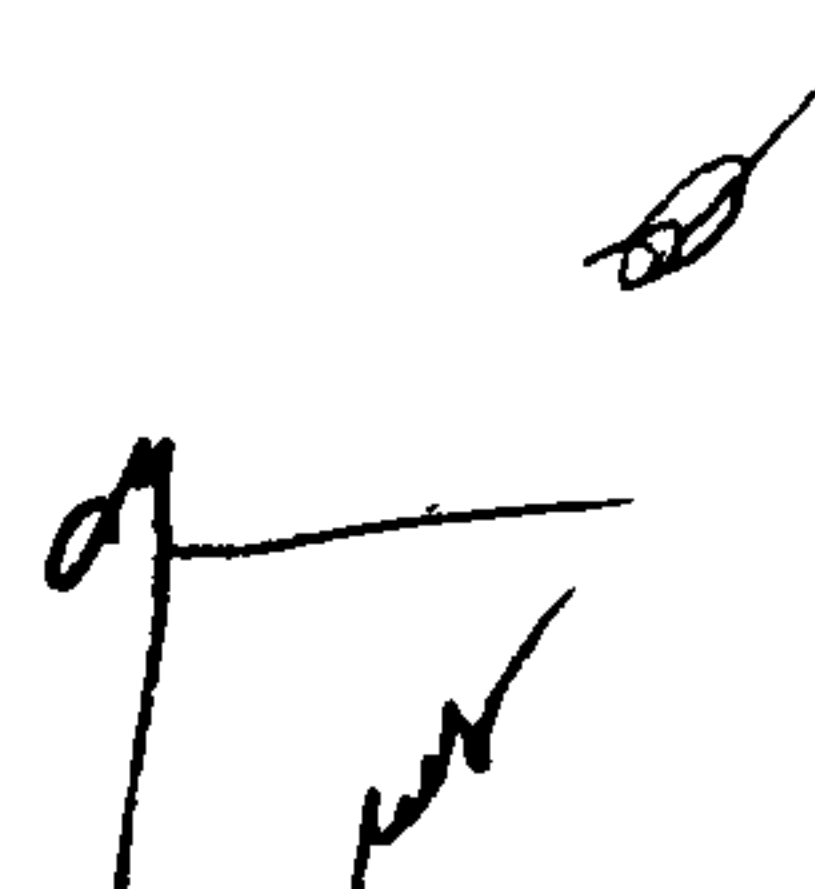
Name in Print & Signature

Name in Print & Signature

Position/Title

Position/Title

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**END OF MILLING RAW & REFINED SUGAR AND MOLASSES STOCK INVENTORY
LUZON & MINDANAO SCHEDULE**

<u>MILL</u>	<u>DATE OF INVENTORY</u>	<u>INVENTORY TEAM</u>	
BSCI	May 7, 2014	Jilah Cadungon	Team Leader Arnold Jacobe
CADP	May 15-16, 2014	Arnold Jacobe Nenita Apacible Marieliz Siman	Team Leader
PENSUMIL	May 14-16, 2014	Rahman Dunton John Paul Antes	Team Leader
SCISM – Porac & San Fernando	May 8-9, 2014	Celerina Ching Elizabeth Porciuncula Jilah Cadungon	Team Leader
CAT	May 13-14, 2014	Edmund Yasay Ernesto Ortaliz Elizabeth Porciuncula	Team Leader
CARSUMCO	May 15-17, 2014	Nelson Cacayorin Ernesto Ortaliz	Team Leader
BUSCO	May 28-30, 2014	Elisa Lao Joel Araneta Cresologo Juntilla	Team Leader
CRYSTAL	May 22-23, 2014	Lorenzo Garay Daisy Depalubos Elisa Lao	Team Leader
COSUCECO	May 15-16, 2014	Lucia Lopez Daisy Depalubos	Team Leader
DASUCECO	May 15-16, 2014	Cresologo Juntilla Joel Araneta	Team Leader

Supervision:

MA. NATALIA TASIS

Supervising SPRO (SRED – Luzon & Mindanao)

CORAZON BOYERO

Division Chief (SRED – Luzon & Mindanao)

