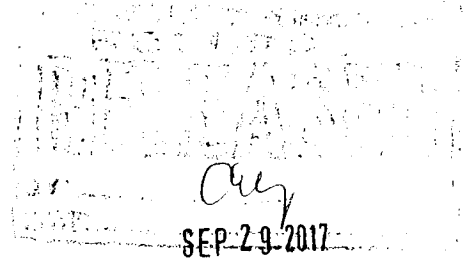




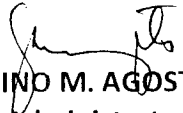
Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



MEMORANDUM CIRCULAR No. 14

DATE : 15 June 2017

TO : **SRA-LAGAREC SOILS LABORATORY**
CENTRAL PHIL. STATE UNIVERSITY – Kabankalan City
CAPIZ STATE UNIVERSITY – Pontevedra, Capiz
VISAYAS STATE UNIVERSITY – Baybay City, Leyte
FIRST FARMERS MDDC Soils Laboratory – Talisay City
LOPEZ MDDC Soils Laboratory – Sagay City

FROM : 
JOSEPHINO M. AGOSTO
Deputy Administrator

SUBJECT : **GUIDELINES OF SIDA 2016 PROJECT ON “UPGRADING THE SOILS LABORATORIES “**

*7/10/17
10:20 AM*

In the interest of service, the Sugar Regulatory Administration hereby publishes the guidelines of SIDA 2016 Project on “Upgrading the Soils Laboratories” as follows:

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GUIDELINES ON PROJECT UPGRADING THE SOILS LABORATORIES

I. RATIONALE

The Sugar Regulatory Administration (SRA) is mandated by Executive Order No. 18 dated May 28, 1986 to promote the growth and development of the sugar industry through the greater participation of the private sector in the implementation of projects related to increasing sugarcane productivity. The productivity of sugarcane fields depend on many factors one of which is the fertility of the soils. Soil fertility can be determined by way of soil testing and plant analysis for proper and correct application of fertilizers and lime recommendations. Further, soil testing can serve as a tool of cost saving for sugarcane farmers in terms of customized use of fertilizer and lime inputs leading to maximize profit in sugarcane production.

There is an existing problem on the immediate access to a well-equipped laboratory among sugarcane growers in the identified areas due to geographical locations. With this, there is a need to establish/enhance a soil and plant laboratory that could cater soil analysis from sugarcane farms and provide fertilizer recommendations. To cut budget in establishing new building, existing old laboratory will be improved

through financial assistance from MDDC and for the equipment and supplies from SRA – SUGAR INDUSTRY DEVELOPMENT ACT (SIDA).

II. QUALIFICATIONS

The beneficiaries of this project are the soil laboratories of SRA-LGAREC, partner SUC's: CPSU-Kabankalan, VSU-Baybay, Leyte, CapSU – Pontevedra, Capiz, and First Farmers MDDC & Lopez MDDC whose funding requirements have to be approved by the Department of Budget & Management or other funding organizations.

III. PERIOD COVERED

The acquisition of laboratory equipment and supplies is a one-time grant which shall be donated on the first year of implementation or on the succeeding year depending upon the time the fund is downloaded to SRA.

IV. FINANCIAL ASPECT

1. The total budget for SRA-LGAREC and 3 partner SUC's shall not exceed 27.5 million pesos for procurement of laboratory equipment and supplies and one year salaries for three 3 SUC laboratory staff and trainings, subject upon the approval of the Sugar Board . First Farmers MDDC has a proposed budget of 7.1 million pesos and Lopez MDDC of 3.5 million pesos for procurement of equipment and supplies.
2. The fund for the salaries and trainings will be downloaded to the three SUCs. Participants to trainings and seminars are entitled to allowable transportation expenses and per diems, subject to the usual accounting and auditing rules and regulations.
3. The WORK & FINANCIAL Plan duly reviewed and approved shall be attached to the Purchase Request (pursuant to R.A. 9184, as amended/revised).

V. IMPLEMENTATION

1. Preliminary discussions between SUC, MDDC and SRA will be done in order to plan out the project. Terms and conditions will be stipulated in the Memorandum of Agreement(MOA) to have a smooth implementation of the project.
2. Staff from SRA particularly an engineer and chemist will have an ocular survey at the existing soil laboratory. Physical assessment on the structure of the building will be done as well as inventory of the existing laboratory facilities and equipment. The engineer, chemist and soil lab representative/coordinator will provide suggestions, list of equipment, materials, manpower and prepare plans needed to effectively operationalize the laboratory.
3. Regular meeting will be conducted to update the development of the project and finalize all laboratory requirements for immediate operation. Lab policies and guidelines will be set and finalized including the collection of lab fees.

4. Procurement of laboratory equipment and supplies
5. Renovation of the existing soil laboratory
6. Preparation of laboratory protocols and synchronization of test procedures with SRA laboratory
7. Hiring of laboratory personnel
8. Training of the newly hired lab personnel
9. Waste management program will be prepared and finalized for implementation
10. Grand opening of a well-equipped soil and plant analysis laboratory for sugarcane farms in the Visayas

VI. SUSTAINABILITY PLAN

After one year from project implementation, soil and plant laboratory will be operationalized specifically to cater the soil and plant samples from sugarcane farms in the Visayas. Laboratory fees will be collected from clients, hence, it will become an income generating project and hopefully in the succeeding years the laboratory would become a self-sustaining one and could support its maintenance. Strict implementation of the laboratory guidelines and policies will be observed. Regular maintenance of the equipment and facilities should be conducted. Campaign for the recommended frequency of soil sampling and analysis among sugarcane farms in the Visayas will be done regularly.

VII. MONITORING AND EVALUATION

1. Accomplishment reports/Quarterly/ Terminal report
2. Financial/Liquidation Reports
3. Improved Soil Fertilization Program among sugarcane growers in the Visayas, thus increasing sugarcane productivity

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