

FUNCTIONAL STATEMENTS SUGAR REGULATORY ADMINISTRATION

SUGAR BOARD

Institute and formulate policies, rules and regulations for the promotion of growth and development of the Philippine sugarcane industries in consonance with the pronouncements embodied in the Executive Order No. 18 dated May 28, 1986 creating the SRA, Republic Act No. 9367 or the Biofuels Act of 2006, and Republic Act No. 10659, otherwise known as the Sugar Industry Development Act (SIDA) of 2015.

OFFICE OF THE BOARD SECRETARY

In charge in preparing the agenda for meetings and conferences of the Board and other necessary papers and documents. Serves as an advisory to the Board Members on their responsibilities and obligations and oversight for the adequate flow of information to the Board prior to meetings. Repository of minutes of board meetings and other deliberations/transactions of the Board of Directors and SRA seal. Through the Compliance Officer, monitors and ensures that SRA complies with the good corporate governance conditions and all its reportorial, disclosure, monitoring and compliance obligations.

INTERNAL AUDIT DEPARTMENT

Conducts comprehensive audit of various SRA activities. Specifically, advise the Governing Board on all matters relating to management control and operations audit; conduct management and operations performance audit of the SRA activities and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations; review and appraise systems and procedures/processes, organizational structure, asset management practices financial and management records, reports and performance standards of the units covered; analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and perform such other related duties and responsibilities as may be assigned or delegated by the Sugar Board, thru the Audit Committee, or as may be required by law.

OPERATIONS AUDIT DIVISION

Evaluates the extent compliance, and ascertains the effective, efficient, ethical and economical execution of operations by utilizing internal auditing methods. It also tasked to conduct operations performance audit of activities and practices of SRA, verify and analyze operations data and ascertain if results are consistent with established objectives and goals, evaluate quality of performance of groups/individuals, detect fraud and dishonesty in transactions, and perform miscellaneous services to outside contacts such as COA, DBM, CSC and GCG.

FINANCE AUDIT DIVISION

Evaluates the achievement of the control objectives which include the safeguarding of assets, checking the accuracy and reliability of accounting data, adherence to managerial policies, compliance with laws, rules and regulations by utilizing internal auditing methods. It is also tasked to conduct management audit of activities and its units, review asset management practices, financial and management records, verify and analyze financial and management data and ascertain its completeness, validity, reliability and integrity, ascertain the extent to which the assets are accounted for, evaluate the soundness and adequacy of financial and management controls, evaluate quality of performance of groups/individuals, detect fraud and dishonesty in transactions, and perform miscellaneous services to outside contacts such as COA, DBM, CSC and GCG.

OFFICE OF THE ADMINISTRATOR

Administer, direct, lead, control and monitor overall operations of the Sugar Regulatory Administration (SRA). Execute, implement and enforce policies, rules, regulations, resolutions and orders as approved by the Sugar Board in consonance with the legal mandates of SRA.

LEGAL DEPARTMENT

Represent any appear in various judicial and other administrative tribunals as SRA's internal Corporate Legal Counsel to defend, secure and protect the agency's proprietary and corporate rights, interests and properties. Render and provide legal services, opinions, advices and analysis to the Sugar Board, Administrator and other frontline operating departments/offices/units of SRA on matters pertaining to policy recommendations, and clarifications, interpretations and implementation of government laws, rules, regulations, review pf contracts/MOUs/MOAs, resolutions and other legal instruments. Conduct investigation and hearing on administrative complaints involving stakeholders of SRA and its employees. Recommend to top management the appropriate penalties, sanctions and charges against parties complained of. Submit reports/data/information on the status of legal cases of SRA on a regular basis.

PLANNING, POLICY AND SPECIAL PROJECTS DEPARTMENT

Direct the preparation and formulation of the sugarcane industry strategic and medium term development plans and industry roadmap in consultation with the program committees and the Stakeholders Consultative Assembly created under the Implementing Rules and Regulations (I RR) of Republic Act No. 10659 or the Sugarcane Industry Developmen1 Act (SIDA) of 2015. Manage the development and preparation of project proposals acid feasibility studies of special projects for the sugarcane industry to be funded by the mandated appropriations under the SIDA or any other funding windows including foreign funding which are channeled through the SRA. Implement an effective program for project monitoring and evaluation system, its progress and accomplishments. Oversee the development and maintenance of the IT infrastructure of SRA, the database of SRA and sugarcane industry statistical information, the SRA website and information systems and prepares the Information System Strategic Plan (ISSP) in consultation and coordination with other units. Attend executive

meetings, seminars and other engagements related to planning, project and policy matters, in behalf of the Administrator.

PLANNING, POLICY AND PROGRAMMING DIVISION

Prepare and design the strategic, medium-term and action plans and programs of the sugarcane industry roadmap as well as the mechanics in the conduct of consultations with the program committees, and stakeholders' consultative assembly. Develop and maintain the IT infrastructure of the SRA, the sugarcane industry database and information systems, the SRA website and ISSP. Perform the liaising tasks with the NBB, NREB, PMS, GCG, Senate, Congress and other government entities on planning, policy and trade matters. Prepare the budget briefing materials for submission to the DA, DBM, NEDA, OP, Congress, Senate and other concerned entities and stakeholders, the SRA strategy maps, the required submissions to the GCG and annual reports of SRA.

SPECIAL PROJECTS, PROJECT DEVELOPMENT, MONITORING AND EVALUATION DIVISION

Develop, monitor and evaluate investment or project proposals, programs and feasibility studies on special projects for the sugarcane industry submitted by the program committees created by virtue of the Sugar Industry Development Act (SIDA), and other frontline operating units of SRA. Prepare the guidelines on project / program implementation, monitoring and evaluation system, and Memorandum of Understanding (MOU) of special projects that will be undertaken or co-funded by private entities, or in partnership with other government entities. Monitor the status and accomplishment reports of special projects, regular projects and projects and programs implemented under the sugarcane act. Assist in liaising tasks with the NBB, NREB, PMS, GCG, Senate, Congress and other government entities on project development, monitoring and evaluation matters.

OFFICE OF THE DEPUTY ADMINISTRATOR FOR ADMINISTRATION AND FINANCE

Direct, control and oversee the sound, efficient, effective and strategic administration and management of SRA's administrative and financial operations. Execute and implement plans, programs and projects in accordance with the existing government laws, policies, rules and regulations of the CSC, DOF, COA, GCG, Bureau of Treasury, Land Bank of the Philippines, Congress, DBM, Office of the President, DA and other government agencies or instrumentalities. Monitor the accomplishment reports, efficient and effective administration, fiscal management and performance output and outcome pertaining to human resource development, protection and maintenance of SRA properties, equipment facilities and other assets. Review, evaluate and analyze financial reports/data, and coordinate/collaborate with the other government and non-government institutions. Integrate/consolidate administrative and financial report for submission to top management and other government agencies. Attend executive meetings, seminars and other engagements related to financial and administrative matters, in behalf of the Administrator.

ADMINISTRATIVE AND FINANCE DEPARTMENT — LUZON AND MINDANAO AREA

Manage and direct the administrative and financial operations of SRA — Luzon and Mindanao area. Implement plans, programs, projects and activities of the department in accordance with the existing government laws, policies, procedures, rules and regulations of the CSC, DOF, COA, GCG, Congress, DBM, Office of the President, DA and other government agencies or instrumentalities. Monitor the accomplishment reports, efficient and effective administration, fiscal management and performance output and outcome pertaining to human resource development, protection and maintenance of SRA properties, equipment, facilities, and other assets. Ensure compliance to the existing legal and reportorial requirements, accounting and auditing rules and regulations. Consolidate financial and administrative reports as well as proper maintenance of SRA's financial accounts. Prepare, monitor and evaluate the implementation and utilization of the annual corporate operating budgets. Submit reports/data/information on a regular basis.

GENERAL ADMINISTRATIVE DIVISION — LUZON AND MINDANAO

Oversee and enforce the governing laws, policies, procedures, systems, rules and regulations of the human resource, property and procurement, records and library, buildings, transport and other facilities rehabilitation and maintenance operations of SRA - Luzon and Mindanao area. Formulate, develop and implement the operational activities on human resource planning; acquisition of equipment, supplies and materials; movement of employees; timekeeping; leave administration; employees health and safety conditions; rewards and sanctions; performance monitoring/evaluation; benefits and salary administration; management-employee relations; counselling; personnel career planning, training and development and personnel records. Monitor the accomplishment reports, performance output/outcome and monitors compliance to legal and administrative requirements. Submit reports/data/information on a regular basis.

BUDGET AND TREASURY DIVISION — LUZON AND MINDANAO

Oversee and control the budget and treasury/cashiering operations, collections and deposits management. Prepare, analyze and monitor the execution and implementation of the annual corporate operating budget (COB), periodic budgetary utilization and other treasury/budgetary reports/data/information. Enforce and implement government budgeting, treasury and cashiering laws, policies, rules, regulations and procedures. Monitor the accomplishment reports, performance output/outcome, and compliance to legal and budgetary requirements. Submit reports/data/information on a regular basis.

ACCOUNTING DIVISION — LUZON AND MINDANAO

Oversee and enforce the financial and accounting operations and management of SRA - Luzon and Mindanao. Prepare, consolidate and submission of financial statements/reports and other supporting financial data/schedules/documents. Pre-audit and process disbursement vouchers, payrolls and other financial claims. Enforce and implement government accounting and auditing laws, policies, rules,

regulations and procedures. Monitor the accomplishment reports, performance output/outcome, compliance to legal, accounting and auditing rules and regulations, and other mandatory reportorial requirements. Submit reports/data/information on a regular basis.

ADMINISTRATIVE AND FINANCE DEPARTMENT — VISAYAS AREA

Manage and direct the administrative and financial operations of SRA-Visayas area. Implement plans, programs, projects and activities of the department in accordance with the existing government laws, policies, procedures, rules and regulations of the CSC, COA and other government agencies or instrumentalities. Monitor the accomplishment reports, efficient and effective administration, fiscal management and performance output and outcome pertaining to human resource development, protection and maintenance of SRA properties, equipment, facilities, and other assets. Ensure compliance to the existing legal and reportorial requirements, accounting and auditing rules and regulations. Consolidate financial and administrative reports as well as proper maintenance of SRA's financial accounts. Prepare, monitor and evaluate the implementation and utilization of the annual corporate operating budgets. Submit reports/data/information on a regular basis.

GENERAL ADMINISTRATIVE DIVISION — VISAYAS

Oversee and enforce the governing laws, policies, procedures, systems, rules and regulations of the human resource, property and procurement, records and library, buildings, transport and other facilities rehabilitation and maintenance operations of SRA - Visayas area. Formulate, develop and implement the operational activities on human resource planning; acquisition of equipment, supplies and materials; movement of employees; timekeeping; leave administration; employees health and safety conditions; rewards and sanctions; performance monitoring/evaluation; benefits and salary administration; management-employee relations; counselling; personnel career planning, training and development and personnel records. Monitor the accomplishment reports, performance output/outcome and monitors compliance to legal and administrative requirements. Submit administrative reports to SRA - Quezon City Office for proper consolidation of reports/ statements/data/information on regular basis. Monitor and evaluate the implementation and enforcement of government administrative laws, policies, procedures, rules and regulations. Submit reports/data/information on a regular basis.

FINANCE DIVISION — VISAYAS

Oversee and enforce the accounting, budgeting, treasury and cashiering operations, collections and deposits management of SRA — Visayas area. Prepare and submit financial statements/reports and other supporting financial data/schedules/documents. Pre-audit and process disbursement vouchers, payrolls and other financial claims. Enforce and implement government accounting and auditing laws, policies, rules, regulations and procedures. Monitor- the accomplishment reports, performance output/outcome, compliance to legal, accounting and auditing rules and regulations, and other mandatory reportorial requirements. Prepare, analyse and monitor the execution and implementation of the annual corporate operating budget (COB), periodic budgetary utilization and other treasury/budgetary reports/data/information. Submit financial reports/data/statements/information to

SRA — Quezon City Office for proper consolidation of reports/statements/data/information on regular basis.

OFFICE OF THE DEPUTY ADMINISTRATOR FOR RESEARCH, DEVELOPMENT AND EXTENSION

Direct, control and oversee the formulation and development of plans, programs, projects and activities of the research, development and extension functions and operations of SRA in consonance with the mandate under Executive Order No. 18, Creation of the Sugar Regulatory Administration, dated May 28, 1986, and the Implementing Rules and Regulations (IRR) of the Sugarcane Industry Development Act (SIDA) of 2015, or the Republic Act (RA) No. 10659. Develop and strategize intensive and extensive scientific approaches and methods on research to come up with adaptable and responsive/effective technologies on production of new HYVs, sugarcane farming and production/improvement of sugar co-products and value added products from sugar by-products. Oversee the provision of extension and other technical services to the industry's sugarcane farmers/workers/planters and other stakeholders for efficiency and productivity improvement, viability, profitability and economic stability. Provide direction and oversee the implementation of action program for operations and process researches and technical services for the industrial sector mills, refineries, and others. Establish and maintain linkages with SUCs, government agencies and private institutions on collaborative research and extension projects and activities and in provision of technical support services. Evaluate, consolidate and submit all research, development and extension reports/data/information generated by SRA for policy formulation.

FACTORY SERVICES AND RESEARCH DIVISION

Provide technical services and operational assistance to the industry's processing sector (mills, refineries and distilleries) in their productivity and efficiency improvement thrusts (thru capacity and performance assessment), diversification initiatives (thru energy audit), and compliance to environmental standards and management (thru environmental audit). Conduct researches based on results and audit findings, and collaborative researches on operations and processing. Maintain, manage, and provide custodianship to the industry's growing database (production, performance, and equipment inventory) for research and other needs of the clientele. Provide engineering support as required by any SRA unit and/or industry stakeholders. Coordinate and collaborate with other institutions/organizations on technical undertakings that maybe required by the industry.

RESEARCH DEVELOPMENT AND EXTENSION DEPARTMENT — LUZON AND MINDANAO AREA

Undertake the implementation of the plans, programs, projects and activities of the research, development and extension functions and operations for Luzon and Mindanao areas. Implement scientific approaches and methods on research to come up with adaptable and responsive technologies on sugarcane farming and new/improved sugar co-products and value added products from sugar by-

products. Provide efficient and effective delivery of extension and other technical services/assistance to sugarcane farmers/workers and other stakeholders for efficiency and productivity improvement, viability, profitability and economic stability. Implement action programs for operations and process researches and technical services for the industrial sector- mills, refineries, and others. Maintain linkages with SUCs, government agencies and private institutions on collaborative research and extension projects/activities and in the provision of technical support services. Evaluate, consolidate and submit research, development and extension reports/data/information on a regular basis.

AGRICULTURAL SUPPORT SERVICES DIVISION — LUZON AND MINDANAO

Provide support services in all farm operations and in the maintenance of the propagation and experimental farms, station compound, machinery and implements, vehicles, infrastructures and facilities of the Luzon Agricultural Research and Extension Center. Provide technical expertise on agricultural engineering and farm mechanization. Maintain sugarcane nursery for the propagation of varieties for canepoint production, organic fertilizer production, organic farm and the harvesting of left-over canes for milling. Supervise the allocation of farm labor to the research and development and station maintenance activities and the monitoring of accomplishment. Coordinate/ Implement the conduct of center-based training/seminars/ workshops/fora/on-the-job trainings. Provide technical support to membership to technical committees/focal groups/technical working groups of the Department of Agriculture and other agencies/entities, TESDA related competency trainings and assessments, efficacy trials and other technical services on production support concerns. Submit required reports/data/ information on a regular basis.

AGRO-ALLIED RESEARCH DIVISION — LUZON AND MINDANAO

Conduct research and development activities in the research station and mill districts in Luzon and Mindanao on variety and agronomic tests and agricultural production technology and crop management. Conduct applied and client-driven researches on the production, processing, improvement and value addition of sugar by-products (bagasse, molasses, filtercake) and co-products such as muscovado, bioethanol, etc. Undertake collaborative research projects/efficacy trials of agricultural products with SUCs/government agencies/private sector. Provide laboratory services to researchers and industry stakeholders for analysis of soils, cane juice and fertilizer products and technical support to membership to technical committees/focal groups/technical working groups of the Department of Agriculture and other agencies/entities. Extend technical services on survey diagnosis of/inquiries on field problems/subjects relating to various aspects of sugarcane growing, sugar co-products and sugar by-products. Provide support in the conduct of center-based training/seminars/workshops/fora/on-the-job trainings including TESDA related competency trainings and assessments. Submit research and development reports/data/ information on a regular basis.

EXTENSION SERVICES DIVISION - LUZON AND MINDANAO

Provide the efficient delivery of extension services to the industry stakeholders through technology transfers, trainings, field demonstrations, consultations and referrals, introduction of new high yielding

varieties, and production of information materials. Develop collaborative activities with other agencies with the aim of improving service to the industry. Generate various data for policy formulations and adoption. Implement and coordinate various extension activities and services such as - farm advisory, consultations and referrals, technical assistance, soil sampling, crop estimate and GPS surveys, field monitoring crop assessment and evaluation, assessment of crop damage report, assistance to MDDC and Gawad Saka program as well as participate in MDDC activities. Establish and organize techno-demo farms, block farms, prepare IEC materials, Lakbay Aral, Field Day and, Farm Exhibits. Submit research, development and extension reports/data/information on a regular basis.

RESEARCH DEVELOPMENT AND EXTENSION DEPARTMENT — VISAYAS

Undertake the implementation of the plans, programs, projects and activities of the research, development and extension functions and operations for Visayas areas. Implement scientific approaches and methods on research to come up with adaptable and responsive technologies on sugarcane farming and new/improved sugar coproducts and value added products from sugar by-products. Develop and strategize intensive and extensive scientific approaches and methods on research discipline to come up with breakthroughs in sugarcane production technologies, improved breeding programs leading to the production of High Yielding Varieties with wider adaptations. Provide efficient and effective delivery of extension and other technical services/assistance to sugarcane farmers/workers/millers and other stakeholders for efficiency and productivity improvement, viability, profitability and economic stability. Implement action programs for operations and process researches and technical services for the industrial sector- mills, refineries, and others. Maintain linkages with SUCs, government agencies and private institutions on collaborative research and extension projects/activities and in the provision of technical support services. Evaluate, consolidate and submit research, development and extension reports/data/information on a regular basis.

AGRICULTURAL SUPPORT SERVICES DIVISION VISAYAS

Provide support services in all farm operations and in the maintenance of the propagation and experimental, farms, station compound, machinery and implements, vehicles, infrastructures and facilities of the La Granja Agricultural Research & Extension Center. Provide technical expertise on agricultural engineering and farm mechanization. Maintain sugarcane nursery for the propagation of varieties for canepoint production, organic fertilizer production, organic farm and the harvesting of left-over canes for milling. Supervise the allocation of farm labor to the research and development and station maintenance activities and the monitoring of accomplishment. Coordinate / implement the conduct of center-based training / seminars / workshops / fora / on-the-job trainings. Provide technical support to technical committees / focal groups / technical working groups of the Department of Agriculture and other agencies/entities, TESDA related competency trainings and assessments, efficacy trials and other technical services on production support concerns. Submit required reports/data/information on a regular basis.

AGRICULTURAL RESEARCH DIVISION – VISAYAS

Conduct research and development activities on variety and agronomic tests in the research station and mill districts in the Visayas, recommends appropriate crop production technologies and management schemes. Conduct priority researches in the fields of sucro-chemicals, fermentation products, factory wastes and other by-products and production/improvement of sugar co-products. Undertake collaborative research projects/efficacy trials of agricultural products with SUCs/government agencies/private sectors. Deliver analytical testing services and recommendations for the different stakeholders in the Visayas through chemical analyses of soils, cane juice, fertilizer products and other agro-based products and materials. Maintain an environmental laboratory for the analyses of air and water effluents of the sugar mills in the Visayas. Provide technical support to technical committees/focal groups/technical working groups of the Department of Agriculture and other agencies/entities. Extend technical services on survey/ diagnosis/inquiries on field problems/subjects relating to various aspects of sugarcane growing, sugar co-products and sugar by-products. Provide support in the conduct of center-based training/ seminars/ workshops/fora/on-the-job trainings including TESDA related competency trainings and assessments. Submit research and development reports/data/ information on a regular basis. Acquire and maintain the germ plasm collection of foreign and local parental varieties used in hybridization. Develop new high yielding varieties through improved breeding techniques.

EXTENSION SERVICES DIVISION – VISAYAS

Provide the efficient delivery of extension services to the industry stakeholders through technology transfers, trainings, field demonstrations, consultations and referrals, production of new high yielding varieties, and production of information materials. Develop collaborative activities with other agencies with the aim of improving service to the industry. Generate various data for policy formulations and adoption. Implement and coordinate various extension activities and services such as farm advisory, consultations and referrals, technical assistance, soil sampling, crop estimate and GPS surveys, field monitoring crop assessment and evaluation, assessment of crop damage report, assistance to MDDC and Gawad Saka program as well as participate in MDDC activities. Establish and organize techno-demo farms, block farms, prepare IEC materials, Lakbay Aral, Field Day and, Farm Exhibits. Submit research, development and extension reports/data/information on a regular basis.

OFFICE OF THE DEPUTY ADMINISTRATOR FOR REGULATIONS

Direct, control and oversee the formulation and development of plans, programs, projects and activities of the regulatory functions and operations of SRA. Execute, enforce and implement sugar policies, procedures, rules and regulations in accordance with the regulatory powers and authorities mandated under Executive Order No. 18, Creation of The Sugar Regulatory Administration, dated May 28, 1986, through Sugar Orders and Board Resolutions approved and adopted by the Sugar Board. Attend executive meetings, seminars and other engagements related to sugar regulation matters, in behalf of the Administrator.

REGULATION DEPARTMENT — LUZON AND MINDANAO AREA

Manage and direct the execution and implementation of the plans, programs, projects and activities of the regulatory functions and operations of SRA. Monitor and evaluate the enforcement of sugar policies, procedures, rules and regulations in accordance with the regulatory powers and authorities mandated under Executive Order No. 18, Creation of the Sugar Regulatory Administration, dated May 28, 1986, through Sugar Orders and Board Resolutions approved and adopted by the Sugar Board. Prepare Sugar Orders, Circular letters, Memoranda and other rules and regulations for the effective monitoring systems of sugar production and movements, both domestic and abroad. Submit sugar statistics reports/data/information and reportorial requirements to top management on regular basis.

SUGAR TRANSACTION DIVISION

Implement and enforce the issuance of clearances and authorities for the proper disposition of sugar in the United States, world market and other country destinations. Evaluate and allocate sugar requirements of food processors/exporters, CBWs. Issue clearances to sugar products (premix sugar), molasses and muscovado exporters. Manage and control the printing and distribution of sugar quedan-permits form to the sugar mills and refineries. Ensure the timely processing of documents relative to sugar quedan swapping, switching, advance swapping & replenishment. Submit sugar statistics reports/data/information and reportorial requirements to top management on regular basis.

LICENSING AND MONITORING DIVISION - LUZON AND MINDANAO

Implement, enforce and monitor the issuance of licenses to sugar mills/ refineries and traders (sugar/molasses/muscovado) situated in NCR, Luzon and Mindanao areas. Develop real-time information database that will effectively respond to the needs of the Sugar Board. Maintain accurate data and information on sugar production, withdrawals, stock balances and sugar prices. Serves as industry commodity experts at the BOC to monitor sugar (and by-products, e.g.-molasses) and sugar products (premix sugar) importation Monitor the in-shore and off-shore movement of sugar and monitor warehouses of the sugar/molasses traders, food processors/exporters, Customs Bonded Warehouses (CBW) in NCR, Luzon and Mindanao area. Enforce SRA sugar policies, rules and regulations. Submit sugar statistics reports/data/information and reportorial requirements to top management on regular basis.

SUGAR REGULATORY ENFORCEMENT DIVISION - LUZON AND MINDANAO

Implement and enforce sugar policies, rules and regulations pertaining to production, withdrawals and disposition of sugar (and sugar by-products) in operating sugar mills and refineries in Luzon and Mindanao, including ports for coastwise sugar movement. Monitor sugar (raw and refined) and molasses production, withdrawals and stock balance through weekly SMS reports; conducts physical inventories. Issue shipping permits to sugar molasses traders for coastwise movement of sugar (Luzon and Mindanao). Assist in the calibration of weighing scales in each mill, collect liens and other fees due to SRA. Conduct physical sugar and molasses stocks inventory, inspects warehouses and molasses tanks

regularly and assists in the periodic calibration of scales in all sugar mills. Generate recapitulated report which' determines the movement of sugar. Contribute largely in generating funds for the sustenance and maintenance of SRA as a whole through the stringent collection of liens. Submit sugar statistics reports/data/information and reportorial requirements to top management on regular basis.

LABORATORY SERVICES DIVISION - LUZON AND MINDANAO

Undertake quality and safety tests for sugars, raw and white, as compliance check to national standards. Assess and monitor sugar quality and safety conformance to national standards through analysis of weekly samples from sugar mills and refineries in Luzon and Mindanao. Conducts physico-chemical analyses of sugar, sugar co-products, sugarbased food products, premixes and other sugar concentrates. Provide management with analytical data, test reports, information and other reportorial requirements as basis for policy and regulations. Recommends standards and/or requirements for raw and white sugars, molasses, muscovado and other sugar co-products. Provide all sectors of the sugar industry with a centralized analytical chemistry laboratory to serve as a sugar reference end service laboratory. Conducts quality tests for factory wastewater, air particulate and other pollutants of the sugar industry as compliance to national standards. Provides analytical support services to researchers and the general public.

REGULATION DEPARTMENT — VISAYAS

Manage and direct the execution and implementation of the plans, programs, projects and activities of the regulatory functions and operations of SRA — Luzon and Mindanao area. Monitor and evaluate the enforcement of sugar policies, procedures, rules and regulations in accordance with the regulatory powers and authorities mandated under Executive Order No. 18, Creation of the Sugar Regulatory Administration, dated May 28, 1986, through Sugar Orders and Board Resolutions approved and adopted by the Sugar Board. Prepare Sugar Orders, Circular letters, Memoranda and other rules and regulations for the effective monitoring systems of sugar production and movements, both domestic and abroad. Submit sugar statistics reports/data/information and reportorial requirements to top management on regular basis.

LICENSING AND MONITORING DIVISION — VISAYAS

Implement, enforce and monitor the issuance of licenses to sugar mills/ refineries and traders (sugar/molasses/muscovado) in Visayas area. Develop real-time information database that will effectively respond to the needs of the Sugar Board. Maintain accurate data and information on sugar production, withdrawals, stock balances and sugar prices. Serve as industry commodity experts at the BOC to monitor sugar (and by-products, e.g. molasses) and sugar products (premix sugar) importation. Issue shipping permits to sugar, molasses traders for coastwise movement of sugar. Monitor the in-shore and offshore movement of sugar and monitor warehouses of the sugar/molasses traders, food processors/exporters, Customs Bonded Warehouses (CBW) in Visayas area. Enforce SRA sugar policies, rules and regulations. Submit sugar statistics reports/data/information and reportorial requirements to top management on regular basis.

SUGAR REGULATORY ENFORCEMENT DIVISION — VISAYAS

Implement and enforce sugar policies, rules and regulations pertaining to production, withdrawals and disposition of sugar (and sugar by-products) in operating sugar mills and refineries in Visayas area, including ports for coastwise sugar movement. Monitor sugar (raw and refined) and molasses production, withdrawals and stock balance through weekly SMS reports. conducts physical inventories. Assist in the calibration of weighing scales in each mill, collect liens and other fees due to SRA. Conduct physical sugar and molasses stocks inventory, inspects warehouses and molasses tanks regularly and assists in the period calibration of scales in all sugar mills. Generate recapitulated report which determines the movement of sugar. Contribute largely in generating funds for the sustenance and maintenance of SRA as a whole through the stringent collection of liens. Submit sugar statistics reports/data/information and reportorial requirements to top management on a regular basis.

LABORATORY SERVICES DIVISION — VISAYAS

Provide and deliver quality control and timely laboratory services to sugar mills in Visayas for compliance to prescribed standards of PNS for raw sugar. Conduct physicochemical analysis of raw sugar, muscovado, molasses, cane juice for sugar mills in Visayas, sugar and molasses traders (domestic and export), distilleries and extend technical assistance to planters related to their cane juice results and interpretation. Provide laboratory test reports/data/information and reportorial requirements to top management, sugar mills sugar and molasses traders, planters and BIR on a regular basis.