



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



MEMO-REG-SRE-2019-Jul-01

July 4, 2019

CIRCULAR LETTER NO. 29  
Series of 2018 – 2019

**SUBJECT: PHYSICAL SUGAR STOCK, MOLASSES AND QUEDAN INVENTORY**

The inventory of sugar stocks and quedan-permits of CY 2018 – 2019 and previous crop years shall be conducted in all operating sugar mills/refineries on August 19 – 24, 2019 pursuant to the policy of the Sugar Regulatory Administration (SRA) to undertake periodic assessment of the CY 2018 – 2019 sugar/molasses production and withdrawals. The inventory of sugar stock and quedan - permits shall be done in accordance with the following:

1. Except as stated in paragraph 2, hereof, an Inventory Team (IT) who will witness the inventory for each sugar mill/refinery company is hereby created.

For sugar mills, each IT shall be composed of the authorized representative of the mill company, planters' associations/cooperatives/federations and the authorized SRA Representative as team leader. Another for sugar refineries, each IT shall be composed of the authorized representative of the sugar refinery and the authorized SRA representative as a team leader.

2. The Private Surveyor, hired by the SRA for this purpose shall conduct the physical sugar inventory in the presence of the IT. After the completion of the physical inventory as certified by the representatives, and the submission of the final report, SRA will pay the Private Surveyor on the actual costs of the surveying services.

The SRA, on the other hand, shall bill the concerned mill/refinery companies the cost of the surveying services.

The IT as witness, shall issue the attached certification forms (SRA Inventory Forms A to G) certifying that a physical sugar and molasses stock inventory was conducted on the schedule date, and that each and every measurement was taken in the presence of the witnesses, and the specific

<b>OFFICE OF THE MANAGER III</b>	
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)	
Received by:	<u>Alva</u>
Date	<u>7-10-19</u>
Time	<u>10:40 am</u>

19-07-279-030/B#01

dimensions and resultant volume is true and correct to the best of the IT personal knowledge.

In addition, all sketch plans and raw data sheets duly signed by all representatives should bear the following certifications:


**We hereby certify that the above-measurements were taken in our presence and that the same are true and correct to the best of our knowledge.**

Signed:

\_\_\_\_\_  
\_\_\_\_\_

3. There shall be no withdrawal of raw and/or refined sugar and molasses in all mill/refinery warehouses/storage tanks during the entire duration of the physical sugar and molasses stock inventory. Assigned Regulation Officers should take note of the daily withdrawal within the week for both sugar and molasses, prior and after the conduct of inventory so as to facilitate the reconciliation of the balances.
4. The results of the physical sugar stock and molasses inventory and the sugar quedan inventory (to be reflected in the attached SRA forms and duly accomplished and certified by the concerned mill/refinery companies) must be submitted by the Private Surveyor to the SRA Regulation Officers assigned at the mills/refineries, who in turn will submit the same to the Regulation Department (RD), SRA, Quezon City within ten (10) calendar days counted from start of the physical sugar stock inventory.
5. All sugar mills are required to submit to the Regulation Department-SRA a listing of all outstanding quedans as of **August 31, 2019**.

Strict compliance of all concerned is hereby enjoined.

  
**HERMENEGILDO R. SERAFICA**  
Administrator

Encl: as stated

**Physical Sugar and Molasses Stock Inventory**  
**Crop Year 2018 -2019**  
**August 19 – 24, 2019**

**I. LUZON**

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
CARSUMCO	August 22 - 24	ERNESTO ORTALIZ RAHMAN DUNTON ARNULFO JACOBE	G
CAT	August 20	ELIZABETH PORCIUNCULA ARNOLD DE CASTRO CELERINA CHING	G
SCISM	August 19	CELERINA CHING RAHMAN DUNTON ERNESTO ORTALIZ JR.	G
BSCI	August 19	JILAH CADUNGON ELIZABETH PORCIUNCULA NELSON CACAYORIN	H
CADPI	August 20 - 21	ARNULFO JACOBE ROMUALDO VIJANDRE IV ARNOLD DE CASTRO	H
PENSUMIL	August 22 - 24	NELSON CACAYORIN LUCIA LOPEZ JILAH CADUNGON	H

**II. MINDANAO**

MILL/REFINERY	SCHEDULE OF INVENTORY	SRA INVENTORY TEAM	SURVEYOR
BUSCO	August 19 - 20	ELISA LAO MARIELIZ SIMAN VISION FAITH SANGALANG	I
CRYSTAL	August 22 - 24	DAISY DEPALUBOS ELISA LAO ROMUALDO VIJANDRE IV	I
DASUCECO	August 19	LUCIA LOPEZ RUDDI CHRIS CAINTIC DAISY DEPALUBOS	J
COSUCECO	August 20	JOEL ARANETA RUDDI CHRIS CAINTIC DAISY DEPALUBOS	J

Supervision:

**MA. NATALIA R. TASIS**  
 OIC SRED Luzon and Mindanao

Noted by:

**DAISY CORAZON N. FABIA**  
 Manager III, RD Luzon & Mindanao

III. VISAYAS

MILLS	DATE	SURVEYOR	SRA INVENTORY TEAM
SAGAY	August 19, 2019	A	Jose Wilson Lamig Mark Anthony Nelmar
OPTION	August 19, 2019	A	Jose Wilson Lamig Mark Anthony Nelmar
LOPEZ	August 22-23, 2019	C	Consolacion Herrera Doroteo Liba Glenn Paul Libosada Dan Vary Gagwis
VMC	August 22-23, 2019	D	Jose Genaro Parroco Dareen Banaglorioso Mary Angel Rose Aspera Ted Freilan Bantad
HPCO	August 22, 2019	A	Berwin Buenconsejo Regina Valencia Maria Faith Moreño
FIRST FARMERS	August 19, 2019	B	Maricris Rojo Wilfredo Monares Sharmaine Pineda Natasha Kim Goco
CACI	August 20-21, 2019	C	Merlene Lobrido Doroteo Liba Dareen Banaglorioso
BISCOM	August 20-21, 2019	D	Romeo Ombi-on Ted Freilan Bantad Keeshia Rose Nacion
SONEDCO	August 20-21, 2019	A	Joene! Elbanbuena Dan Vary Gagwis Glenn Paul Libosada
URSUMCO	August 19, 2019	E	Elias Pangantihon Francisco Banlaygas Kherly Mae Baterna
CAB	August 20, 2019	E	Francisco Banlaygas Elias Pangantihon Kherly Mae Baterna
TOLONG	August 23, 2019	E	Cecil Tuazon Francisco Banlaygas
HDJ-BAYAWAN	August 23, 2019	E	Cecil Tuazon Francisco Banlaygas
CASA	August 23, 2019	B	Aniano Chavez Ivy Cababasay Ma. Lounie Maranan
PASSI	August 22, 2019	B	Ivy Cababasay Aniano Chavez Ma. Lounie Maranan
CAPIZ	August 21, 2019	B	Jerry Celso Ivy Cababasay Ma. Lounie Maranan
BOMEDCO	August 20, 2019	F	Locelle Roquillas Raphael Bautista
HISUMCO	August 22-23, 2019	F	Leonida Banjao Michelle Arlaine Arevalo

Supervision: Wilfredo R. Monares  
OIC, LMD/SRED-RD Visayas

Noted: Mary Antoinette S. Tampo  
Manager, RD-Visayas

NAME OF MILL/REFINERY: \_\_\_\_\_

**PHYSICAL RAW AND REFINED MOLASSES STOCK INVENTORY  
CROP YEAR 2018 – 2019**

TOTAL MOLASSES STOCK	VOLUME (M <sup>3</sup> )	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/FEDERATIONS REPRESENTATIVES**

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

**MILL REPRESENTATIVE(S)**

**SURVEYOR REPRESENTATIVE(S)**

**SRA REPRESENTATIVE(S)**

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

NAME OF MILL/REFINERY: \_\_\_\_\_

**PHYSICAL MOLASSES STOCK INVENTORY  
CROP YEAR 2018 – 2019**

**A. Data Measurement**

TANK #	Diameter	Height	Sounding

Reading taken by: \_\_\_\_\_

**B. Analyses**

TANK #	Brix	% Pol	AP

Samples taken by: \_\_\_\_\_

Analyses performed by: \_\_\_\_\_

**C. Results**

TANK #	Volume	Specific Gravity	Weight (MT)

\*Attached drawings, computations, etc.

NAME OF MILL/REFINERY: \_\_\_\_\_

**OUTSTANDING MOLASSES CERTIFICATES  
CROP YEAR 2018 – 2019**

As of \_\_\_\_\_

Molasses Stock (in M.T.) \_\_\_\_\_

We hereby certify that as per records of \_\_\_\_\_, the abovementioned volume of outstanding molasses certificates as of date hereof are true and correct to the best of our knowledge.

\_\_\_\_\_  
Name of Refinery

By:

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_ Date

**CERTIFICATION**

To Whom It May Concern:

This is to certify that a physical sugar and molasses stock inventory was conducted in our presence by \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, as follows:

1.) No. of warehouse/s with Sugar: \_\_\_\_\_

Name of Warehouse	Location	Capacity (in LKg)	Stock (in LKg)
Raw:			
1.			
2.			
3.			
Refined:			
1.			
2.			
3.			

2.) No. of empty warehouse/s: \_\_\_\_\_

Name of Warehouse	Location	Capacity (in LKg)	
Raw:			
1.			
2.			
3.			
Refined:			
1.			
2.			
3.			

3.) Molasses

Tanks with contents:	Location	Capacity (in LKg)	Stock (in LKg)
Empty Tanks:			



# CERTIFICATION

This certification is being issued pursuant to Circular Letter No. \_\_\_\_\_, series of 2018 – 2019 as witnesses to the said inventory.

## PLANTERS' ASSOCIATION/ COOPERATIVE REPRESENTATIVE(S)

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

## MILL / REFINERY REPRESENTATIVE(S)

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

## SURVEYOR REPRESENTATIVE(S)

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

## SRA REPRESENTATIVE(S)

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

NAME OF MILL: \_\_\_\_\_

LOCATION OF WAREHOUSE: \_\_\_\_\_

**MILL PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2018-2019**

As of \_\_\_\_\_

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

We hereby certify that as per physical inventory of sugar stock at the mill warehouse of \_\_\_\_\_, the measurement of the bulk/bagged raw sugar herein are true and correct to the best of our knowledge.

**PLANTERS/FEDERATIONS REPRESENTATIVE**

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

**MILL REPRESENTATIVE**

**SURVEYOR REPRESENTATIVE**

**SRA REPRESENTATIVE**

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

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Position/ Title

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Name in Print & Signature

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Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

NAME OF MILL: \_\_\_\_\_

LOCATION OF WAREHOUSE: \_\_\_\_\_

**RAW SUGAR OUTSTANDING QUEDAN INVENTORY  
CROP YEAR 2018-2019**

As of \_\_\_\_\_

(Quantity in Metric Tons)

CROP YEAR	"A"	"B"	"C"	"D"	"De"	"Dr"	"Dx"	Unquedanned	Total
2018 - 2019									
2017 - 2018									
2016 - 2017									
<b>Total (MT)</b>									
<b>(Lkg)</b>									

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

\_\_\_\_\_  
(Name of Mill Company)

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position / Title

NAME OF REFINERY: \_\_\_\_\_

**REFINERY PHYSICAL SUGAR STOCK INVENTORY  
CROP YEAR 2018-2019**

As of \_\_\_\_\_

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

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)**

**SURVEYOR REPRESENTATIVE(S)**

**SRA REPRESENTATIVE(S)**

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

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Position/ Title

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Name in Print & Signature

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Name in Print & Signature

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Name in Print & Signature

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Position/ Title

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Position/ Title

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Name in Print & Signature

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Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

\_\_\_\_\_  
Position/ Title

NAME OF REFINERY: \_\_\_\_\_

**REFINERY BOOK INVENTORY  
CROP YEAR 2018 - 2019**

As of \_\_\_\_\_

		VOLUME (LKg - Bag)
<b>A. REFINED SUGAR STOCK</b>		
<b>I. QUEDANNED</b>		
1. Refined Sugar from raw Mill covered by SRO		
2. Refined sugar from other sources		
a. From Other Mill/s		
b. Imported		
	<b>TOTAL</b>	=====
<b>II. UNQUEDANNED</b>		
1. Refined sugar from raw Mill covered by SRO		
2. Refined sugar from raw Mill not covered by SRO		
3. Refined sugar from other sources		
a. From Other Mill/s		
b. Imported		
	<b>TOTAL</b>	=====
	<b>QUEDANNED &amp; UNQUEDANNED Grand Total</b>	=====

We hereby certify that as per record of \_\_\_\_\_, the abovementioned volume of outstanding refined sugar quedan-permits as of date hereof are true and correct to the best of our personal knowledge.

\_\_\_\_\_  
Name of Refinery

By:

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Position/Title