



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1104
TIN 000-784-336

SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION

RELEASED

BY: _____
DATE: MAR 25 2020 *Chy*

MEMO-ADM-2020-Mar-5B

MEMORANDUM CIRCULAR No. 4

Series of 2020

TO : ALL SUGAR MILLS, SUGAR REFINERIES, ETHANOL DISTILLERIES, SUGARCANE PLANTERS, BLOCK FARMS, SUGARCANE PLANTERS ASSOCIATIONS, MILL DISTRICT DEVELOPMENT COUNCILS

FROM : HERMENEGILDO R. SERAFICA
Administrator *[Signature]*

DATE : 25 March 2020

SUBJECT : SUBMISSION OF COMPLETE LIST OF PERSONNEL EMPLOYED BY THE SUGARCANE INDUSTRY SECTOR

In line with the directive of the Department of Agriculture Secretary William D. Dar for the complete database of all workers of the Agricultural sector, all concerned stakeholders are hereby requested to submit a complete list of their employees using the attached format (see annex A). Please use excel file for your submission and email it to srahead@sra.gov.ph by **April 6, 2020**. For any concerns you may call the Office of the Administrator through landline (02)8929-3633. Thank you for your valuable support and cooperation.



Management System
ISO 9001:2015
www.tuv.com
ID 310282567



Website: <http://www.sra.gov.ph> Email Address: srahead@sra.gov.ph
Tel. No.: (632)929-3633, (632)455-2135, (632)455-3376



"A food-secure Philippines with prosperous farmers and fisherfolk"

Company Name:
Company Address:
Contact Person:
Contact Number:
Affiliation / Association:
Mill District:

	Name of Employee (Surname, First Name, Middle initial)	Position	Age and Gender	Complete Address	Contact Information
1					
2					
3					

Prepared by:

Approved by:

(Signature) _____
(Complete Name)
(Position)

(Signature) _____
(Complete Name)
(Position)