



Republic of the Philippines  
Department of Agriculture

## SUGAR REGULATORY ADMINISTRATION

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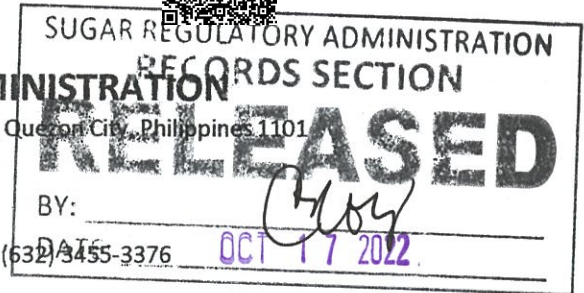
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SUGAR REGULATORY ADMINISTRATION  
RECORDS SECTION  
DOCUMENT ARCHIVING SYSTEM  
SRA-QC-3000837



**MEMO - ADM - 2022 - OCT - 03**

September 15, 2022

**MEMORANDUM CIRCULAR NO. 3**

Series of 2022

**SUBJECT: IMPLEMENTING GUIDELINES OF THE SRA MECHANIZATION PROGRAMME**

### SECTION I. POLICY STATEMENT

The Sugar Regulatory Administration, pursuant to Executive Order No. 18 (EO 18), Series of 1986, is mandated to promote the growth and development of the sugar industry, while Republic Act No. 10659 otherwise known as the Sugar Industry Development Act of 2015 (SIDA) mandates SRA to promote the competitiveness of the sugarcane industry and maximize the utilization of sugarcane industry and maximize the utilization of sugarcane resources, an improve the income of farmers and farm workers, through improved productivity, product diversification, job generation, and increased efficiency of the sugar mills.

The provision of funds for farm mechanization and modernization of farms and its farming operations was institutionalized under the Sugar Industry Development Act (R.A 10659) purposely to address the shortage of labor and at the same time increase productivity and income of farmers.

### SECTION II. SCOPE AND COVERAGE

The guidelines cover the general qualifications, requirements, distribution, implementation, monitoring and assessment of the farm machineries and implements distributed by SRA with fund sources from both corporate and SIDA Funds, for the economic and social development of the sugarcane industry.

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Management System  
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### SECTION III. QUALIFIED BENEFICIARIES

1. Sugarcane farmers/planter's associations, Mill District Development Councils, cooperatives and foundations who are registered with SRA as a Service Provider of Farm Machineries, hereinafter referred to us beneficiary;
2. The beneficiary should include as their members at least 50% small farmers cultivating 10 hectares and less of sugarcane plantation.

### SECTION IV. REQUIREMENTS FOR SUBMISSION TO SRA

1. Letter of Intent (LOI) signed by the Chairperson or Head of the beneficiary association/cooperative;
2. Operations manual for the repair, maintenance and deployment of farm machineries – please refer to template in Annex B.
3. Photocopy of Registration Certificate issued by SRA as Service Provider of farm machineries/equipment (refer to SRA Memorandum Circular No. 7, Series of 2018 for the guidelines on the registration with SRA as Service Provider);

### SECTION V. EVALUATION PROCESS

1. The SRA shall create a Farm Mechanization Committee to be chaired by the SRA Administrator and composed of the following SRA officers/units with their corresponding functions and responsibilities:

<i>SRA Officers / Units</i>	<i>Functions / Responsibilities</i>
SRA Administrator	• Endorse the eligible beneficiaries / recipients of the far machineries with implements.
Attorney VI / OIC of Legal Department	• Endorse to the Administrator the final MOA for approval by the Sugar Board.
	• Review / validate the list of eligible beneficiaries to the Administrator.
Deputy Administrator for R, D & E/ Chief Agriculturist	• Review the individual MOAs drafted by PPSPD.
Chief, Interim Agricultural & Biosystems Engineering (ABE) Division	• Evaluate the soundness of the Operations Manual for the maintenance, repair and deployment of farm machineries and implements.

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## SECTION VI. DISTRIBUTION AND IMPLEMENTATION

### 1. Ownership of farm machineries and implements

Ownership and control over the farm machineries and implements may be vested to the beneficiaries' subject to the approval of the Board. Otherwise, the same shall remain with SRA. To ensure sustainability, SRA shall monitor the operation, management and financial status of the beneficiary with respect to the farm machineries and implements received.

### 2. Management, Operation, Maintenance and Repair of Farm Machineries and Implements.

The beneficiary shall be responsible for the overall management, administration, commercial operation, maintenance and repair of the farm machineries and implements. As such, the beneficiary shall maintain separate financial and accounting records of the management, operations, maintenance and repair of the farm machineries and implements which shall be made available for inspection and monitoring of SRA. The income from the farm machineries and implements shall be account of the beneficiary for the account of the beneficiary for the administration, operation, maintenance and repair of farm machineries and implements.

### 3. All beneficiaries of the farm machineries with implements shall execute a Memorandum of Agreement (MOA) with SRA.

## SECTION VII. MONITORING AND ASSESSMENT

1. The SRA shall create a Project Management Team (PMT) which shall design and implement a monitoring and evaluation guidelines;
2. The PMT shall analyze the data collected through the accomplished monitoring for assess the performance of the machines and coach the beneficiaries on areas for improvement;
3. The PMT shall submit annual reports to the SRA top management.

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10/10/22

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**SECTION VIII. REPEALING CLAUSE**

Any previous SRA issuances in violation or inconsistent with this Order shall be deemed to have been repealed.

**SECTION IX. EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon submission to the UP Law Library and shall thereafter be posted on the SRA website.

By Authority of the Sugar Board:

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SRA Administrator

Handwritten initials "D. J. L." in blue ink, with the date "10/6/22" written below them.