



Republic of the Philippines  
Department of Agriculture

**SUGAR REGULATORY ADMINISTRATION**

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101

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SUGAR REGULATORY ADMINISTRATION  
RECORDS SECTION

**RELEASED**


BY: \_\_\_\_\_

DEC 14 2022

MEMO-ADM-2022-DEC-020

MEMORANDUM CIRCULAR NO. 7

TO : **ALL ACCREDITED SUGAR MILLS/REFINERIES  
ALL ACCREDITED SUGAR ASSOCIATIONS/COOPERATIVES**

FROM :   
**DAVID JOHN THADDEUS P. ALBA**  
Administrator

DATE : **12 DECEMBER 2022**

SUBJECT : **USERS ENROLMENT TO SRA SUGAR MONITORING  
SYSTEMS (SMS) WEB PORTAL**

The SRA is now accepting enrolment to the SMS Web Portal for qualified stakeholders. Kindly fill-up and submit the attached enrolment form via email to [nolitingson@sra.gov.ph](mailto:nolitingson@sra.gov.ph) not later than December 15, 2022. To avoid unauthorized access to the weekly sugar data, our technical personnel will validate the veracity of the enrolment forms prior to giving user rights and access to the system.

You may call our technical support hotline (during office hours) at MIS Bacolod Office at telephone (034) 445-7141, (034) 445-6985 or Mr. Noli Tingson at 0995072-8555.

For your information and guidance.



Management  
System  
ISO 9001:2015

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# SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City

## SUGAR MONITORING SYSTEM (SMS) USERS ENROLMENT FORM

<b>USER PROFILE</b>	
<b>Username</b>	
<b>Registered Name</b>	
<b>Signature of Registered Name</b>	
<b>Birthday (mm/dd/yyyy)</b>	
<b>Position/Designation</b>	
<b>Contact No.</b>	
<b>Mill Code</b>	
<b>Name of Planter Association/Cooperative</b>	
<b>Address</b>	
<b>User Type</b>	
<b>Name &amp; Signature of the Approving Authority</b>	
<b>Date</b>	

\*Please write legibly

## **SUGAR REGULATORY ADMINISTRATION**

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### **Guide on how to fill-up the enrolment form:**

**Username** = valid email address

**Password** = Default password is the Birthdate (mmddyymm). Should be changed upon first login.

**Registered name** = Complete name of User/Approver

**Birthday** = mm/dd/yyyy format

**Position/Designation** = Position or designation of Registered Name/Approver

**Mill Code** = Mill code of Miller

**Name of Planter Association/Cooperative** = Registered business name of accredited Planter Association/Cooperative

**Contact No.** = Mobile/Landline number for user verification

**User Type** = Encoder/Approver

**Name & Signature of the Approving Authority** = Name & Signature of the highest-ranking Official of Mill/Association/Cooperative

\*Accomplish this form for each user. Maximum of three (3) users per Mill/Assoc/Cooperative.

\*Passwords are encrypted using SHA256 encryption and hash function.

\*Privacy Notice. The data contained in this form is for use of Sugar Regulatory Administration for the enrolment of valid SMS users only. No part of this form will be distributed to any 3<sup>rd</sup> party without consent of the data owner.