



**PAMBANSANG  
PANGASIWAAN  
SA PAGKAIN**

NATIONAL FOOD AUTHORITY

Philippine Sugar Center Bldg. North Ave., Diliman, Quezon City Tel No. (02) 453-3900/981-3800 to 30 Website [www.nfa.gov.ph](http://www.nfa.gov.ph)

**LETTER-CIRCULAR**

**NUMBER AO- 2013-08-005**

**DATE : August 5, 2013**

**TO : ALL NFA LICENSED WHOLESALERS, MILLERS AND/OR WAREHOUSEMEN**

**FROM : THE ADMINISTRATOR**  
National Food Authority

**SUBJECT : SUBMISSION OF MONTHLY GRAINS STOCK INVENTORY REPORT (GSIR)**

Pursuant to Sec.5, sub-section B, Par. VII of P.D. 4, as amended, the pertinent provisions of the Rules and Regulations on Grains Business, and R.A. 8174 known as the General Appropriations Act of 1996, this is to reiterate the **NFA LETTER-CIRCULAR NUMBER AO-96-10-001** dated **October 22, 1996** addressed to **ALL NFA LICENSED WHOLESALERS, MILLERS AND/OR WAREHOUSEMEN OF PALAY/RICE AND/OR CORN** nationwide are required to submit to the Authority their **MONTHLY GRAINS STOCK INVENTORY REPORT** indicating therein the following information:

- a. The current stock inventory of palay/rice and/or corn in number of bags (50 kilograms net weight);
- b. Source and destination (name of province) of palay/rice and/or corn stocks bought and sold;
- c. The volume of palay/rice and/or corn stocks bought and sold for one month (in bags of 50 kilograms net weight).

The report shall cover a period of one month with **cut off date of every 15th day of each month**. It shall be prepared under oath to be administered by either a Notary Public or by NFA or local government official, authorized under P.D. 1485 and the Administrative Code of 1987, respectively. One copy of the report shall be submitted not later than the **22nd of each month**, to the nearest NFA Provincial Office where the licensee/registrant conducts his/her business. In the National Capital Region (NCR), the report shall be submitted to the NFA-NCR Office.

Any violation and/or non-compliance with the preceding requirement shall subject the offender to criminal prosecution under the provisions of Presidential Decree No. 4, as amended and without prejudice to the administrative sanctions like imposition of fine, suspension or cancellation of license, as the evidence may warrant.

For strict compliance.

  
**ORLAN A. CALAYAG**  
Administrator