

Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
Scout Reyes Street, corner Panay Avenue, Quezon City  
Tel No. (02) 374-3987 Fax. No. (02) 374-2505

**OFFICE OF THE NTA GOVERNING BOARD**

**ONE HUNDRED AND THIRTEENTH (113<sup>TH</sup>) REGULAR MEETING OF THE NTA BOARD OF DIRECTORS HELD AT THE BOARD ROOM, 2/F NTA BUILDING, SCOUT REYES STREET CORNER PANAY AVENUE, QUEZON CITY  
07 JUNE 2018, 12:00 NOON**

**Present:**

<b>Adm. ROBERT L. SEARES</b>	-	Vice-Chairman/Administrator /Presiding
<b>Dir. PEDRO J. MENDIOLA, JR.</b>	-	Member, Traders/Exporters Sector
<b>Dir. RODOLFO F. SALANGA</b>	-	Member, Manufacturing Sector
<b>Dir. WILFREDO C. MARTINEZ</b>	-	Member, Tobacco Farmers Sector
<b>Dir. TEOFILO R. QUINTAL</b>	-	Member, Tobacco Farmers Sector
<b>Dir. NESTOR C. CASELA</b>	-	Member, Academic Community Sector

**Others Present:**

<b>Atty. ROBERT A. AMBROS</b>	-	Dept. Manager III, Regulation Dept. & Acting Board Secretary
<b>Ms. ALONA A. MANGANAAN</b>	-	Executive Assistance IV
<b>Ms. KYRA P. CLAMAÑA</b>	-	Private Secretary II
<b>Mr. RAMON R. MUNCAL</b>	-	Stenographer II

**HIGHLIGHTS OF THE MEETING**

**I. OPENING PRAYER**

Ms. Alona A. Manganaan, Executive Assistant IV, Office of the Administrator led the opening prayer.

**II. CALL TO ORDER**

Honorable Robert L. Seares, M.D., Vice-Chairman of the NTA Governing Board, called the meeting to order at 12:00 noon.

**III. ACKNOWLEDGEMENT OF THE PRESENCE OF THE APPOINTIVE DIRECTORS AND DETERMINATION OF QUORUM**

The Acting Board Secretary acknowledged the presence of the following Ex-Officio and Appointive Members of the NTA Governing Board, to wit:

1. Adm. ROBERT L. SEARES, M.D.
2. Dir. PEDRO J. MENDIOLA, JR.
3. Dir. RODOLFO F. SALANGA
4. Dir. WILFREDO C. MARTINEZ
5. Dir. TEOFILO R. QUINTAL; and

**6. Dir. NESTOR C. CASELA**

The Acting Board Secretary declared that there is a quorum for the meeting with the presence of majority of the Members of the NTA Governing Board.

**III. FOR APPROVAL/CONFIRMATION/CONSIDERATION:**

**A. APPROVAL OF THE AGENDA FOR THE ONE HUNDRED AND THIRTEENTH (113<sup>TH</sup>) REGULAR MEETING HELD THIS 07 JUNE 2018 AT THE BOARD ROOM, 2/F NTA BUILDING, SCOUT REYES STREET CORNER PANAY AVENUE, QUEZON CITY**

Dir. Salanga moved for the approval of the Agenda for the 113<sup>th</sup> Regular Meeting of the Board, subject to the other matters that will be discussed. Dir. Quintal seconded the motion. The board then adopted the following resolution, to wit:

**RESOLUTION NO. 853-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED** that the NTA Governing Board approves the Agenda of the One Hundred and Thirteenth (113<sup>th</sup>) Regular Meeting of the NTA Governing Board held this 07 June 2018 at the Board Room, 2/F NTA Building, Scout Reyes Street corner Panay Avenue, Quezon City.

**UNANIMOUSLY APPROVED.....”**  
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**B. APPROVAL OF THE MINUTES OF THE EIGHTY-FIFTH (85<sup>TH</sup>) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 25 MAY 2018 AT THE BOARD ROOM, 2/F NTA BUILDING, SCOUT REYES STREET CORNER PANAY AVENUE, QUEZON CITY**

The Presiding Officer presented the Minutes of the Eighty-Fifth (85<sup>th</sup>) Special Meeting of the NTA Governing Board held on 25 May 2018 at the Board Room, 2/F NTA Building, Scout Reyes Street corner Panay Avenue, Quezon City, for the consideration and approval of the Members.

Dir. Casela requested for the amendment of the minutes, particularly Resolution No. 851-2018, that the motion was made by Dir. Quintal and seconded by him.

Dir. Mendiola moved for the approval of the minutes as amended. Dir. Casela seconded the motion. The board then adopted the following resolution, to wit:

**RESOLUTION NO. 854-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, that the NTA Governing Board approves the amended Minutes of the Eighty-Fifth (85<sup>th</sup>) Special Meeting of the NTA Governing Board held on 25 May 2018 at the Board Room, 2/F NTA Building, Scout Reyes Street corner Panay Avenue, Quezon City.



**UNANIMOUSLY APPROVED.....”**  
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- C. REQUEST FOR AUTHORITY FOR THE ADMINISTRATOR/VICE-CHAIRMAN TO SIGN THE PERTINENT PAPERS OR DOCUMENTS RELATIVE TO THE REQUEST FOR THE ISSUANCE OF SPECIAL PATENT FOR THE NATIONAL TOBACCO ADMINISTRATION OVER A PARCEL OF LAND DESIGNATED AS LOT NO. 21199, CAD-398, LOCATED AT BRGY. 17, TABUG, CITY OF BATAC, ILOCOS NORTE**

On motion of Dir. Martinez, duly seconded by Dir. Quintal, the board adopted the following resolution, to wit:

**RESOLUTION NO. 855-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby authorizes the NTA Administrator/Vice-Chairman of the NTA Governing Board, to execute and sign the pertinent application, papers and documents relative to the request/application for the issuance of Special Patent for the National Tobacco Administration (NTA), over a parcel of land, designated as Lot No. 21199, Cad-398, located at Brgy. 17, Tabug, City of Batac, Ilocos Norte.

**RESOLVED, FURTHER,** Ms. ELAINE A, TINIO and/or Mr. MIGUEL PACULAN, Administrative Officer III and Job Order Hiree, respectively, are hereby authorized to file the Application for Special Patent with the appropriate government agency/ies.

**RESOLVED, FINALLY,** that Ms. Tinio and/or Mr. Paculan are likewise authorized to receive and sign the acknowledgment receipt of the resulting Special Patent from the said government office/s.

**UNANIMOUSLY APPROVED.....”**  
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**IV. OTHER MATTERS**

- A. CONFIRMATION OF REFERENDUM RESOLUTION NO. 852-2018 DATED 28 MAY 2018**

Dir. Casela reiterated the collatilla for the award of contract for the project: “Supply and Delivery of Fertilizers for the IFOIGAP-Rice Component CY 2018 Wet Season”, for the NTA Management to obtain representative samples from the deliveries of the supplier and conduct analysis of the same to ensure compliance with the specifications of the NTA as a condition for the payment of the contract price thereof.

Upon motion of Dir. Salanga, duly seconded by Dir. Mendiola, the board adopted the following resolution, to wit:

**RESOLUTION NO. 856-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board confirms Referendum Resolution No. 852-2018, dated 28 May 2018, approving the award of contract for the project: “Supply and Delivery of Fertilizers for the IFOIGAP-Rice Component CY 2018-Wet Season” in favor of Universal Harvester Inc. with the Single Calculated and Responsive Bid (SCRB) in the amount of Php15,383,854.00.

**RESOLVED, FURTHER,** that NTA Management is hereby directed to obtain representative samples from the deliveries of the supplier and conduct analysis of the fertilizers to ensure compliance with the specifications of the NTA as a condition for the payment of the contract price thereof.

**UNANIMOUSLY APPROVED.....”**  
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**B. CONFIRMATION OF APPOINTMENTS**

On motion of Dir. Casela, duly seconded by Dir. Quintal, the board adopted the following resolution, to wit:

**RESOLUTION NO. 857-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board confirms the appointment of the following applicants to vacant plantilla positions, to wit:

Name	Position	SG	Place of Assignment
1. Carol Lynn R. Sambo	Senior Science Research Specialist	19	Industrial Research Department
2. Russel R. Rutab	Financial Analyst II	15	Finance Department

\*\*\*\*\*nothing follows\*\*\*\*\*

**UNANIMOUSLY APPROVED.....”**  
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**D. APPROVAL OF AGRIPINOY PROJECTS**

On motion of Dir. Salanga, duly seconded by Dir. Casela, the board approved the proposed AgriPinoy Projects and adopted the following resolutions, to wit:

**RESOLUTION NO. 858-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the request of the NTA Management for the identification of two (2) trainees to attend the TESDA Training on Food

Processing and authorizing the payment of training fee in the estimated amount of P40,000.00.

UNANIMOUSLY APPROVED.....”

RESOLUTION NO. 859-2018

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the request of the NTA Management for the conduct of public bidding for the project: “Repair/Rehabilitation of the AgriPinoy Meat Processing Plant located at Brgy. Nanguneg, Narvacan, Ilocos Sur” with an approved budget for the contract (ABC) in the amount of P4,300,000.00.

UNANIMOUSLY APPROVED.....”

RESOLUTION NO. 860-2018

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the request of the NTA Management for the conduct of public bidding for the project: “Supply and Delivery of 1,600 heads of F1 Meat Type Castrated Weaners” for the NTA AgriPinoy Projects with an approved budget for the contract (ABC) in the amount of P7,360,000.00.

UNANIMOUSLY APPROVED.....”

RESOLUTION NO. 861-2018

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the request of the NTA Management for the conduct of public bidding for the project: “Supply and Delivery of Premium Hog Feeds” for the NTA AgriPinoy Projects with an approved budget for the contract (ABC) in the amount of P9,408,000.00.

UNANIMOUSLY APPROVED.....”

RESOLUTION NO. 862-2018

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the request of the NTA Management for the conduct of public bidding for the project: “Supply and Delivery of 380 Heads of F1 Meat Type Hogs” for the NTA AgriPinoy Projects with an approved budget for the contract (ABC) in the amount of P5,320,000.00.

UNANIMOUSLY APPROVED.....”

**RESOLUTION NO. 863-2018**

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the request of the NTA Management for the conduct of public bidding for the project: "Supply and Delivery of 16,00 Heads of Broiler Chicken" for the NTA AgriPinoy Projects with an approved budget for the contract (ABC) in the amount of P2,584,000.00.

**UNANIMOUSLY APPROVED....."**  
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**E. PERFORMANCE-BASED BONUS (PBB) FOR NTA OFFICIALS AND EMPLOYEES**

On motion of Dir. Casela, duly seconded by Dir. Salanga, the board adopted the following resolution, to wit:

**RESOLUTION NO. 864-2018**

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board shall adopt the reclassification of positions and segregate the operations group with the administrative/support services, as basis for the grant of Performance-Based Bonus, the details of which shall be established in the next Board meeting.

**UNANIMOUSLY APPROVED....."**  
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**F. AUTHORITY TO CONDUCT PUBLIC BIDDING FOR THE PURCHASE OF GLOBAL POSITIONING SYSTEM (GPS)**

On motion of Dir. Salanga, duly seconded by Dir. Casela, the board adopted the following resolution, to wit:

**RESOLUTION NO. 865-2018**

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the request of the NTA Management for the conduct of public bidding for the project: "Supply and Delivery of 60 units of Global Positioning System (GPS)" with an approved budget for the contract in the amount of P2,000,000.00.

**UNANIMOUSLY APPROVED....."**  
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**G. REDUCTION OF JOB ORDER HIREES FOR THE NTA AGRIPINOY PROJECT**

On motion of Dir. Salanga, duly seconded by Dir. Casela, the board adopted the following resolution, to wit:

**RESOLUTION NO. 866-2018**

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board directs the NTA AgriPinoy Management to reduce the number of Job Order Hirees and that the residual hirees should be utilized under a multi-tasking scheme.

**UNANIMOUSLY APPROVED....."**  
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**V. ADJOURNMENT**

There being no other matter to be taken up, and upon motion of Dir. Mendiola, duly seconded by Dir. Salanga, the meeting was officially adjourned at 2:05 P.M.


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**PREPARED AND CERTIFIED CORRECT:**


  
**ATTY. ROBERTO A. AMBROS**  
Acting Board Secretary


**ATTESTED:**


  
**Hon. ROBERT L. SEARES**  
*Administrator, National Tobacco Administration  
and Vice-Chairman, NTA Governing Board*

  
**Hon. PEDRO J. MENDIOLA, JR.**  
*Appointive Director, Tobacco Trader/Exporter Sector*

  
**Hon. RODOLFO F. SALANGA**  
*Appointive Director, Tobacco Manufacturing Sector*

  
**Hon. WILFREDO C. MARTÍNEZ**  
*Appointive Director, Tobacco Farmers Sector*

  
**Hon. TEOFILO R. QUINTAL**  
*Appointive Director, Tobacco Farmers Sector*

  
**Hon. NESTOR C. CASELA**  
*Appointive Director, Academic Community Sector*