

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 EIGHTEENTH (118<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  
09 NOVEMBER 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
<b>Dir. DANILO C. TRONGCO</b>	-	Member, Tobacco Farmers Sector

**Others Present:**

<b>Ms. ALEJANDRINA A. ISUNGGA</b>	-	Representative, Office of Usec. Evelyn G. Laviña, DA-High Value Crops
<b>Ms. IMELDA N. RIÑEN</b>	-	Dept. Manager III, FTSD
<b>Ms. MA. TERESA B. LAUDENCIA</b>	-	Dept. Manager III, Finance Dept.
<b>Dr. CRISTINA C. LOPEZ</b>	-	Dept. Manager III, Adm. Dept.
<b>Atty. ROBERT A. AMBROS</b>	-	Dept. Manager III, Regulation Dept. & Acting Board Secretary
<b>Ms. KYRA P. CLAMAÑA</b>	-	Private Secretary II
<b>Mr. RAMON R. MUNCAL</b>	-	Stenographer II

**HIGHLIGHTS OF THE MEETING**

**I. CALL TO ORDER**

Honorable Robert L. Seares, M.D., Vice-Chairman of the NTA Governing Board, called the meeting to order at 1:25 P.M.

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

The Acting Board Secretary acknowledged the presence of the following 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
6. Dir. NESTOR C. CASELA; and
7. Dir. DANILO C. TRONGCO

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

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

**A. APPROVAL OF THE AGENDA FOR THE ONE HUNDRED AND EIGHTEENTH (118<sup>TH</sup>) REGULAR MEETING HELD THIS 09 NOVEMBER 2018 AT THE BOARD ROOM, 2/F NTA BUILDING, SCOUT REYES STREET CORNER PANAY AVENUE, QUEZON CITY**

Dir. Quintal moved for the approval of the Agenda for the 118<sup>th</sup> Regular Meeting of the Board, subject to the other matters that will be discussed later in the meeting. Dir. Trongco seconded the motion. The board then adopted the following resolution, to wit:

**RESOLUTION NO. 946-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED** that the NTA Governing Board approves the Agenda of the One Hundred and Eighteenth (118<sup>th</sup>) Regular Meeting of the NTA Governing Board held this 09 November 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 NINETIETH (90<sup>TH</sup>) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 24 OCTOBER 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 Ninetieth (90<sup>th</sup>) Special Meeting of the NTA Governing Board held on 24 October 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. Salanga moved for the approval of the minutes. Dir. Casela seconded the motion. The board then adopted the following resolution, to wit:

**RESOLUTION NO. 947-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, that the NTA Governing Board approves the minutes of the Ninetieth (90<sup>th</sup>) Special Meeting of the NTA Governing Board held on 24 October 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 FUNDING FOR THE URGENT REPAIRS OF THE DIFFERENT NTA BRANCH OFFICES DAMAGED BY TYPHOON OMPONG AND ADDITIONAL WORKS FROM CERTAIN ITEMS UNDER**



**THE CAPITAL OUTLAY OF APPROVED FY 2018 CORPORATE OPERATING BUDGET (COB) AND AUTHORITY TO CONDUCT PUBLIC BIDDING THEREOF**

On motion of Dir. Salanga, duly seconded by Dir. Mendiola, the NTA Governing Board adopted the following resolution, to wit:

**RESOLUTION NO. 948-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby approves the urgent repairs of the different NTA Branch Offices damaged by Typhoon Ompong and additional works of certain items under the Capital Outlay of the Approved NTA Corporate Operating Budget (COB) for FY 2018, as follows:

- a. NTA-Abra Branch Office – Php1,146,110.86:
  - 1) Proposed Files Storage;
  - 2) Painting Works of Old Building; and
  - 3) Repair of Fence.
- b. AgriPinoy Meat Processing Plant – PhP326,159.96:
  - 1) Both buildings damaged by typhoon Ompong.
- c. NTA-Batac Branch Office – Php3,834,696.16:
  - 1) Damaged by Typhoon Ompong.
- d. NTA-La Union Branch Office – Php2,967,636.09:
  - 1) Proposed Garage, New Side and Back; and
  - 2) Perimeter Fence, Painting Works of Fence.
- e. NTA-Pangasinan (Rosales) Branch Office – Php877,309.97:
  - 1) Painting Works of Old Building, Change of; and
  - 2) Door Jambs and Doors.
- f. NTA-Vigan Branch Office – Php436,257.67:
  - 1) Additional Work Order;
  - 2) Painting Works of Old Building; and
  - 3) Damages Due to Typhoon Ompong.

**RESOLVED, FURTHER,** that the NTA Management is hereby authorized to conduct the public bidding or any authorized mode of procurement of the said repair and additional works.

**UNANIMOUSLY APPROVED.....”**  
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**D. AWARD OF CONTRACT FOR THE PROJECT: “SUPPLY & DELIVERY OF LABORATORY EQUIPMENT REQUIREMENT OF THE IRD-BATAC, ILOCOS NORTE”**

**(deferred)**  
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**E. AWARD OF CONTRACT FOR THE PROJECT: “SUPPLY AND DELIVERY OF FERTILIZERS FOR THE IFOIGAP-TCGS CY 2018-2019 - LOTS 1,3,5,7,9,11,13&15”**



On motion of Dir. Salanga, duly seconded by Dir. Quintal, the NTA Governing Board adopted the following resolution, to wit:

**RESOLUTION NO. 949-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the award of the contract for the project: “Supply and Delivery of Fertilizers for the IFOIGAP-TCGS CY 2018-2019 – Lot Nos. 1,3,5,7,9,11,13&15” in favor of Gur Lavi Corp. with the Lowest Calculated and Responsive Bid (LCRB) in the amount of Php47,216,920.00.

**RESOLVED, FURTHER,** that the Vice-Chairman/Administrator is hereby authorized to enter into Contract Agreement with the winning bidder, for and in behalf of the NTA, and to issue the Notice of Award and Notice to Proceed and shall be responsible in supervising the implementation of the said project until its final completion.

**UNANIMOUSLY APPROVED.....”**  
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**F. AWARD OF CONTRACT FOR THE PROJECT: “SUPPLY AND DELIVERY OF FERTILIZERS FOR THE IFOIGAP-TCGS CY 2018-2019 - LOT 4”**

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

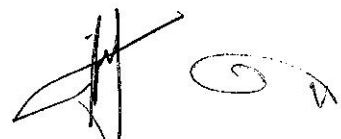
**RESOLUTION NO. 950-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the award of contract for the project: “Supply and Delivery of Fertilizers for the IFOIGAP-TCGS CY 2018-2019 – Lot No. 4” in favor of STY Batac Agro Industrial Trading with the Single Calculated and Responsive Bid (SCRB) in amount the of Php584,892,00.

**RESOLVED, FURTHER,** that the Vice-Chairman/Administrator is hereby authorized to issue the Notice of Award to the winning bidder and execute the corresponding Contract/Agreement, for and in behalf of the NTA, as well as issue the Notice to Proceed.

**UNANIMOUSLY APPROVED.....”**  
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**G. REQUEST FOR RATIFICATION FOR THE REVISION OF COSTINGS AND RE-BIDDING OF THE PROJECT: “SUPPLY AND DELIVERY OF FERTILIZERS FOR THE IFOIGAP-TCGS CY 2018-2019 – LOT NOS. 2,8,10,12, 14&16” AS ONE LOT**



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

**RESOLUTION NO. 951-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the request of NTA Management for the revision of the Approved Budget for the Contract for the project: “Supply and Delivery of Fertilizers for the IFOIGAP-TCGS CY 2018-2019 – Lot Nos. 2,6,8,10,12,14&16.

**RESOLVED, FURTHER,** that the NTA governing Board approves the re-bidding of the subject project as one (1) lot only.

**UNANIMOUSLY APPROVED.....”**  
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**H. AMENDED PROGRAM PROPOSAL ON SPECIAL TOBACCO PRODUCTION PROJECT IN SOUTHERN MINDANAO**

**(deferred)**  
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**I. REQUEST TO INCLUDE FIVE (5) ADDITIONAL JOB ORDER DRIVERS FOR SALARY INCREASE**

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

**RESOLUTION NO. 952-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby approves the inclusion of five (5) Job Order Driver Hirees who were not included in the first request for increase of salaries of Php2,000.00, per month, effective October 2018.

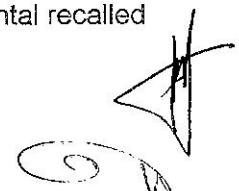
**APPROVED UNANIMOUSLY.....”**  
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**IV. OTHER MATTERS**

**A. DAMAGES OF TYPHOONS**

Ms. Riñen reported that there were 4,208 tobacco farmers whose curing barns were damaged by the recent typhoon. She also reported that there were 3,242 tobacco-rice farmers whose rice plantation were damaged. She said that the NTA needs the total amount of Php14.9Million for the grant of calamity assistance in the amount of Php2,000.00, per farmer.

Dir. Quintal however said that the amount of PhP2,000.00 is not enough for the farmers to recover from the damages that they sustained. Dir. Casela said the NTA is appropriating only the available funds. Dir. Quintal recalled



that Ms. Laudencia stated during yesterday's committee meeting that the NTA can realign some cash from other projects and NTA can grant more amount of calamity assistance when NTA will be able to request additional funds from the DBM.

Ms. Laudencia clarified that under the Risk Management Program, the NTA have only Php3.3Million remaining funds, and in order to raise the Php14.9Million she suggested to realign 11.6Million from the other projects.

Without further comment from the members of the board and on motion of Dir. Salanga, duly seconded by Dir. Quintal, the board adopted the following resolution, to wit:

**RESOLUTION NO. 953-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the grant of Php2,000.00, per tobacco farmer, for a total of 7,450 tobacco-rice farmers, whose curing barns and rice plantation were damaged by Typhoon Ompong, with a total budget of Php14.9Million, subject to compliance with the requirements/conditions imposed on the previous implementing guidelines for the similar grant of calamity assistance.

**RESOLVED, FURTHER,** that in addition to the remaining fund of Php3.3Million from the Risk Management Project, the NTA Governing Board hereby approves the realignment of the amount of Php11.6Million from other items from the Approved NTA FY 2018 COB.

**UNANIMOUSLY APPROVED.....”**

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- B. GRANT OF CASH ASSISTANCE FOR THE NATIONAL FEDERATION OF TOBACCO FARMES' ASSOCIATION AND COOPERATIVES INC. (NAFTAC) IN PAYMENT FOR THE FEES TO THE SECURITIES AND EXCHANGE COMMISSION (SEC)**

Upon unanimous decision, the board adopted the following resolution, to wit:

**RESOLUTION NO. 954-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the grant of cash assistance in the amount of Php8,000.00, more or less, to the National Federation of Tobacco Farmers' Associations and Cooperatives Inc. (NAFTAC) in payment of fees to be paid to the Securities and Exchange Commission (SEC), the same to be taken from the funds allocated for Farmers' Organizational Development (FOD) Project of the Farm Technology and Services Department (FTSD).

**UNANIMOUSLY APPROVED.....”**

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C. **AMENDMENT OF THE IMPLEMENTING GUIDELINES FOR THE AVAILMENT OF MOTORCYCLE LOAN ASSISTANCE PROGRAM FOR THE EXTENSION WORKERS**

Upon unanimous decision, the board adopted the following resolution, to wit:

**RESOLUTION NO. 955-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the amendment of the implementing guidelines for the availment of motorcycle loan assistance program for Extension Workers, deleting the requirement of leave credits as one of the qualifications thereof.

**UNANIMOUSLY APPROVED.....”**

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D. **INCREASE OF TRAVEL EXPENSE VOUCHERS FOR EXTENSION WORKERS**

Upon unanimous decision, the board adopted the following resolution, to wit:

**RESOLUTION NO. 956-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the increase of Travel Expense Voucher (TEV) for Extension Workers from Php1,000.00 to Php1,200.00, per month, effective 01 January 2019.

**UNANIMOUSLY APPROVED.....”**

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E. **INCREASE OF CELLPHONE PREPAID LOAD CARDS FOR DIVISION CHIEFS/CHIEF AGRICULTURISTS/OFFICERS WITH EQUIVALENT RANKS**

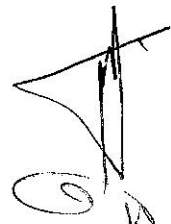
Upon unanimous decision, the board adopted the following resolution, to wit:

**RESOLUTION NO. 957-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the increase of Cellphone Prepaid Load Cards for Division Chiefs/Chief Agriculturists/Officers of Equivalent Rank from Php300.00 to Php500.00, per month, effective 01 November 2018.

**UNANIMOUSLY APPROVED.....”**

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17/3/18

**F. AMENDMENT OF THE GUIDELINES FOR THE IFOIGAP-RICE AND IFOIGAP TCGS**

Upon unanimous decision, the board adopted the following resolution, to wit:

**RESOLUTION NO. 958-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the amendment of the implementing guidelines for the IFOIGAP-Rice and IFOIGAP-TCGS that the 85% repayment as one of the qualifications/eligibilities shall refer to the same IFOIGAP component (Rice only or TCGS only) and shall not refer to repayment performance for the other IFOIGAP component/s.

**UNANIMOUSLY APPROVED.....”**  
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**G. REQUEST FOR THE RETENTION OF JOB ORDER STATUS OF TECHNICAL/RESEARCH STAFF**

Ms. Riñen requested from the Honorable Members of the NTA Governing Board to exempt the Technical/Research Staff of the FTSD from the coverage of COA-CSC-DBM Joint Circular No. 1, S. of 2017 dated 15 June 2017, limiting the hiring of Job Order Hirees until December 31, 2018 only. She said that research undertakings are crucial and that the termination of their services will affect all on-going research of the Agency.

Dr. Lopez informed the Honorable Members of the NTA Governing Board that there was series of consultations conducted by the DBM, CSC and COA with respect to the issuance of Joint Memorandum Circular No. 1, S. of 2017. The subject consultations were for the purpose of reconsidering and/or clarifying the first issued joint memo circular in response to numerous queries from various government agencies.

**(declared moot and academic with the issuance of the Joint Memorandum Circular No. 1, Series of 2018 dated November 9, 2017 from the Department of Budget and Management, Civil Service Commission and the Commission on Audit, extending the contract of service and job order hires until December 31, 2020)**  
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**H. NTA HOUSING PROJECT AT RODRIGUEZ (MONTALBAN), RIZAL**

Dr. Lopez presented to the NTA Governing Board the background of the NTA Housing Project at Rodriguez, Rizal, explaining that the amount of Tobacco Trading Augmentation Fund which was part of the Omnibus Credit Line should be deducted from the total obligation of the NTA with the PDIC. She explained that the subject amounts which were availed by



benefitted therefrom. She said that the proposal was in consideration of the effort to revive the housing project and make the housing lots affordable to employees which she projected to be at Php1,603.13 per square meter. However, she proposed that commercial lots shall be sold at Php5,000.00, while the middle portion at Php3,500.00 and the back portion at Php1,000.00.

Dir. Salanga suggested that NTA Management should negotiate with the PDIC on how much the NTA can start to pay with. He also instructed Dr. Lopez to follow up the request with the DBM.

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#### V. ADJOURNMENT

The agreed to conduct the next Committee and Special Board Meetings, as follows:

- a. Committee Meeting - 10:00 A.M., 27 November 2018; and
- b. 91<sup>st</sup> Special Meeting - 12:00 noon, 28 November 2018.


There being no other matter to be taken up, and upon motion of Dir. Salanga, duly seconded by Dir. Trongco, the meeting was officially adjourned at 2:15 P.M.


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**PREPARED AND CERTIFIED CORRECT:**


  
**ATTY. ROBERT 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. MARTINEZ**  
*Appointive Director, Tobacco Farmers Sector*



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



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



**Hon. DANILO C. TRONGCO**  
*Appointive Director, Tobacco Farmers Sector*

