



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**

**MINUTES OF THE ONE HUNDRED AND TWENTY-SECOND (122<sup>ND</sup>) REGULAR MEETING OF THE NTA BOARD OF DIRECTORS HELD AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY  
12 MARCH 2019, 12:00 NOON**

**Present:**

<b>Adm. ROBERT L. SEARES</b>	-	Vice-Chairman/Administrator /Presiding
<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
<b>Dir. WILSON R. VICTORIO</b>	-	Member, Traders/Exporters Sector

**Others Present:**

<b>Mr. ENRIQUE G. DELA CRUZ</b>	-	Consultant, Office of Usec. Evelyn G. Laviña, DA-High Value Crops
<b>Atty. ROHBERT A. AMBROS</b>	-	Dept. Manager III, Regulation Dept. & Acting Board Secretary
<b>Ms. ALONA A. MANGANAAN</b>	-	Executive Assistant IV
<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 1:30 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. RODOLFO F. SALANGA
3. Dir. WILFREDO C. MARTINEZ
4. Dir. TEOFILO R. QUINTAL
5. Dir. NESTOR C. CASELA
6. Dir. DANILO C. TRONGCO; and
7. Dir. WILSON R. VICTORIO.

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.

He also recognized the presence of Mr. Enrique G. Dela Cruz from the Department of Agriculture.

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

**A. APPROVAL OF THE AGENDA OF THE ONE HUNDRED AND TWENTY-SECOND (122<sup>ND</sup>) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD THIS 12 MARCH 2019 AT THE 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY**

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

**RESOLUTION NO. 1027-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the Agenda of the Ninety-Fourth (94<sup>th</sup>) Special Meeting of the NTA Governing Board held this 12 March 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

**UNANIMOUSLY APPROVED.....”**  
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**B. APPROVAL OF THE MINUTES OF THE NINETY-FOURTH (94<sup>TH</sup>) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 01 MARCH 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY**

The Presiding Officer presented the Minutes of the Ninety-Fourth (94<sup>th</sup>) Special Meeting of the NTA Governing Board held on 01 March 2019 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. 1028-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the minutes of the Ninety-Fourth (94<sup>th</sup>) Special Meeting of the NTA Governing Board held on 01 March 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

**UNANIMOUSLY APPROVED.....”**  
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**C. REPORT ON THE HOG FATTENING PROJECT OF THE AGRIPINOY FOOD PROCESSING PLANT**

During yesterday’s committee meeting, the board discussed the foregoing matter in which Dr. Mikael Crisologo, Consultant for AgroPinoy Projects reported that the supplier of hogs incurred delays in the delivery of piglets due to unavailability of hauling trucks. Dr. Crisologo also reported that the feeds which were earlier delivered were infested with weevils, however, he



said that the supplier is willing to replace the feeds with new ones. Dr. Crisologo also informed the board that the supplier of hogs already committed to complete the delivery of hogs for Tagudin farmer-cooperators on or before March 14.

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

**RESOLUTION NO. 1029-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby allows the supplier to complete the deliveries of hog requirements for Tagudin Farmer-Cooperators.

**RESOLVED, FURTHER,** that the deliveries of hogs for other areas shall be held in abeyance subject to further review by the NTA Management.

**UNANIMOUSLY APPROVED.....”**  
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- D. AUTHORITY FOR ENGR. CESARIO G. SAMBRANA AND MS. CARMELITA ALBANO TO REQUEST FOR CERTIFICATION FROM THE BUREAU OF INTERNAL REVENUE (BIR)-REVENUE DISTRICT OFFICES AS TO COMPLIANCE BY THE NTA FROM THE FILING AND PAYMENT OF INTERNAL REVENUE TAXES AS OF DECEMBER 2018**

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

**RESOLUTION NO. 1030-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby authorizes **ENGR. CESARIO G. SAMBRANA,** Department Manager III, NTA-Pangasinan Branch Office, to request from the concerned Revenue District Office of the Bureau of Internal Revenue (BIR) for certification as to compliance by the NTA-Pangasinan Branch Office from the filing and payment of Internal Revenue Taxes as of December 2018.

**RESOLVED, FURTHER,** that Engr. Sambrana is hereby authorized for and in behalf of the NTA to sign and execute all necessary forms relative to the aforesaid request for certification and to receive the said certification from the concerned BIR Revenue District Office.

**UNANIMOUSLY APPROVED.....”**  
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**RESOLUTION NO. 1031-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby



authorizes **MS. CARMELITA V. ALBANO**, Bookkeeper II, Accounting Division, Finance Department, to request from the concerned Revenue District Office of the Bureau of Internal Revenue (BIR) for certification as to compliance by the NTA Central Office from the filing and payment of Internal Revenue Taxes as of December 2018.

**RESOLVED, FURTHER**, that Ms. Albano is hereby authorized for and in behalf of the NTA to sign and execute all necessary forms relative to the aforesaid request for certification and to receive the said certification from the concerned BIR Revenue District Office.

**UNANIMOUSLY APPROVED.....”**  
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**E. CY 2016 RESULT OF GOVERNANCE SCORECARD**

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

**RESOLUTION NO. 1032-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, that the NTA Governing Board duly takes note of the result of the CY 2016 Governance Scorecard for the NTA.

**RESOLVED, FURTHER**, that the concerned units of the NTA are hereby directed to comply with the uploading of NTA governance scorecard commitments to achieve a higher rate in the succeeding evaluation.

**UNANIMOUSLY APPROVED.....”**  
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**F. DONATION OF THE PHILIPPINE TOBACCO ADMINISTRATION (PTA) REAL PROPERTIES LOCATED AT BRGY. MAYSAN, VALENZUELA CITY, USED AS ROAD RIGHT OF WAY (CABRAL STREET)**

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

**RESOLUTION NO. 1033-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, that the NTA Governing Board hereby approves the recommendation for the donation of the former Philippine Tobacco Administration (PTA) real properties, which are now being used as road right of way (Cabral Street), located at Brgy. Maysan, Valenzuela City, in favor of the City Government of Valenzuela.

**RESOLVED, FURTHER**, that the Vice-Chairman/Administrator is hereby authorized to execute



and sign the Deed of Donation for and in behalf of the NTA.

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

**A. DISPOSAL OF UNSERVICEBLE NTA VEHICLES**

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

**RESOLUTION NO. 1034-2019**

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the request of NTA Management for the disposal of unserviceable NTA vehicles subject to the appraisal of the Commission on Audit (COA).

RESOLVED, FURTHER, that the NTA Management is hereby authorized to request for Supplemental Budget from the Department of Budget and Management (DBM) for the purchase of new service vehicles in replacement thereof.

**UNANIMOUSLY APPROVED.....”**  
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**B. APPROVAL OF THE REVISION OF THE COST/BILL OF MATERIALS FOR THE RENOVATION OF THE OFFICE SPACES LEASED BY THE NTA AT BEN-LOR BLDG, QUEZON AVENUE, QUEZON CITY**

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

**RESOLUTION NO. 1035-2019**

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the revision of the Cost of Materials for the renovation of the office spaces at the 3<sup>rd</sup> and 4<sup>th</sup> Floors of Ben-Lor Building being leased by the National Tobacco Administration (NTA) - Central Office from Php1,480,774.29 to Php1,558,159.27.

**UNANIMOUSLY APPROVED.....”**  
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**C. ADOPTION OF POLICY TO PROVIDE T-SHIRTS/UNIFORMS AND REASONABLE MEAL ALLOWANCE TO JOB ORDER HIREES WHO PARTICIPATE DURING NTA AND OTHER GOVERNMENT AGENCIES' SPORTS AND CULTURAL ACTIVITIES**



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

**RESOLUTION NO. 1036-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby adopts as a policy to provide T-Shirts/Uniforms and reasonable Meal Allowance to Job Order Hirees who participate during NTA and other government agencies’ sports and cultural activities effective immediately.

**UNANIMOUSLY APPROVED.....”**  
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**D. REORGANIZATION OF BOARD COMMITTEES**

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

**RESOLUTION NO. 1037-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby reorganizes the composition of the different board committees, to wit:

**A. Board Audit and Finance:**

Chairman - Dir. Rodolfo F. Salanga  
Members - Adm. Robert L. Seares  
Dir. Nestor C. Casela  
Dir. Wilfredo C. Martinez

**B. Corporate Governance:**

Chairman - Dir. Teofilo R. Quintal  
Members - Dir. Danilo C. Trongco  
Dir. Rodolfo F. Salanga  
Dir. Nestor C. Casela

**C. Research and Extension:**

Chairman - Dir. Nestor C. Casela  
Members - Adm. Robert L. Seares  
Dir. Teofilo R. Quintal  
Dir. Danilo R. Trongco

**D. Trading Operations and Regulations:**

Chairman - Dir. Wilson R. Victorio  
Members - Dir. Rodolfo F. Salanga  
Dir. Wilfredo C. Martinez  
Dir. Teofilo R. Quintal

**E. Nomination, Remuneration and Personnel Administration:**

Chairman - Adm. Robert L. Seares  
Members - Dir. Nestor C. Casela  
Dir. Wilson R. Victorio

Dir. Danilo C. Trongco

**F. Corporate Social Responsibilities, Public Relations and Public Safety and Security:**

Chairman - Dir. Danilo C. Trongco  
Members - Dir. Teofilo R. Quintal  
Dir. Wilfredo C. Martinez  
Dir. Wilson R. Victorio

**G. Risk Management, Legal Matters and Properties:**

Chairman - Dir. Wilfredo C. Martinez  
Members - Adm. Robert L. Seares  
Dir. Rodolfo F. Salanga  
Dir. Wilson R. Victorio

**UNANIMOUSLY APPROVED....."**

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**V. ADJOURNMENT**

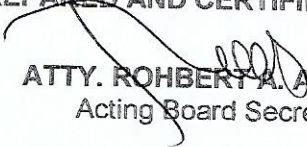
The agreed to conduct the next Committee and Regular Board Meetings, as follows:

- a. Committee Meeting - 10:00 A.M., 28 March 2019; and
- b. 95<sup>th</sup> Special Meeting - 12:00 noon, 29 March 2019.

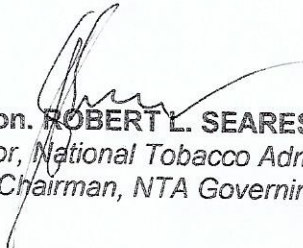
There being no other matter to be taken up, and upon motion of Dir. Quintal, duly seconded by Dir. Victorio, the meeting was officially adjourned at 2:45 P.M.

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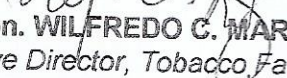
**PREPARED AND CERTIFIED CORRECT:**

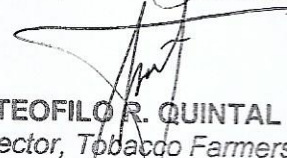
  
**ATTY. ROHBERT A. AMBROS**  
Acting Board Secretary


**ATTESTED:**

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

  
**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*



Hon. **WILSON R. VICTORIO**  
*Appointive Director, Tobacco Trader/Exporter Sector*





ONE HUNDRED AND TWENTY-SECOND (122<sup>nd</sup>) REGULAR BOARD MEETING OF THE NTA  
BOARD OF DIRECTORS HELD AT THE BOARD ROOM, THIRD FLOOR, BEN-LOR BUILDING  
QUEZON AVENUE, QUEZON CITY, 12 MARCH 2019, 12:00 NOON

ATTENDANCE SHEET

PRESENT:

1. **Secretary EMMANUEL F. PIÑOL**  
Department of Agriculture and  
Chairman, NTA Governing Board

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2. Undersecretary, **EVELYN G. LAVIÑA**  
Dept. of Agriculture-High Value Crop  
and Alternate Chairman, NTA Governing Board

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3. **Hon. ROBERT L. SEARES, M.D.**  
Administrator/Vice-Chairman  
of the NTA Governing Board

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4. **Hon. RODOLFO F. SALANGA**  
Member, NTA Board of Directors

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5. **Hon. TEOFILO R. QUINTAL**  
Member, NTA Board of Directors

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6. **Hon. WILFREDO C. MARTINEZ**  
Member, NTA Board of Directors

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7. **Hon. NESTYOR C. CASELA**  
Member, NTA Board of Directors

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8. **Hon. DANILO C. TRONGCO**  
Member, NTA Board of Directors

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9. **Hon. WILSON R. VICTORIO**  
Member, NTA Board of Directors

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OTHERS PRESENT:

1. **Atty. ROHBERT A. AMBROS**  
Acting Board Secretary

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3. **Mr. ENRIQUE DELA CRUZ**

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4. AVONA A. MANGABAN

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