

OFFICE OF THE NTA GOVERNING BOARD

**MINUTES OF THE ONE HUNDRED AND TWENTY-THIRD (123RD) REGULAR MEETING OF THE NTA BOARD OF DIRECTORS HELD AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY
12 APRIL 2019, 12:00 NOON**

Present:

Adm. ROBERT L. SEARES	-	Vice-Chairman/Administrator /Presiding
Dir. RODOLFO F. SALANGA	-	Member, Manufacturing Sector
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector
Dir. WILSON R. VICTORIO	-	Member, Traders/Exporters Sector

Others Present:

Atty. MEL JOHN I. VERZOSA	-	Deputy Administrator for Operations
Dr. JESUS ANTONIO G. DIRIJE	-	President, Central Mindanao University
Dr. ROBERTO R. BONOAN	-	Manager, Industrial Research Dept.
Atty. ROBERTO M. SISON	-	Attorney V
Mr. RAMON R. MUNCAL	-	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 2:00 P.M.

II. ACKNOWLEDGMENT OF THE PRESENCE OF THE APPOINTIVE DIRECTORS AND DETERMINATION OF QUORUM

The presence of the following Appointive Members of the NTA Governing Board were acknowledged, 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.

Also present during the meeting were Atty. Mel John I. Verzosa, Dr. Jesus Antonio G. Dirije, Dr. Roberto R. Bonoan and Atty. Roberto M. Sison.

III. FOR APPROVAL/CONFIRMATION/CONSIDERATION:

- A. APPROVAL OF THE AGENDA OF THE ONE HUNDRED AND TWENTY-THIRD (123RD) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD THIS 12 APRIL 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. 1047-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Agenda of the One Hundred and Twenty-Third (123rd) Regular Meeting of the NTA Governing Board held this 12 April 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

UNANIMOUSLY APPROVED.....”

- B. APPROVAL OF THE MINUTES OF THE NINETY-FIFTH (95TH) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 29 MARCH 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY**

The Presiding Officer presented the Minutes of the Ninety-Fifth (95th) Special Meeting of the NTA Governing Board held on 29 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. 1048-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the minutes of the Ninety-Fifth (95th) Special Meeting of the NTA Governing Board held on 29 March 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

UNANIMOUSLY APPROVED.....”

- C. NTA CORPORATE OPERATING BUDGET (COB) FOR FISCAL YEAR 2019**

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

RESOLUTION NO. 1049-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the NTA Corporate Operating Budget (COB) for



Fiscal Year 2019 in the total amount of One Billion Two Hundred Fifty-Six Million Seven Hundred Thirty-Four Thousand Pesos (Php1,256,734,000.00).

UNANIMOUSLY APPROVED.....”

D. IMPLEMENTING GUIDELINE FOR LOCAL AND FOREIGN TRAVELS OF NTA OFFICIALS AND EMPLOYEES

Ms. Dinah E. Pichay, Manager of the Internal Audit Service, presented yesterday the draft of the Implementing Guideline for Local and Foreign Travels of NTA Officials and Employees. She informed the board that the guideline was formulated to implement the provisions of Executive Order No. 77 dated 15 March 2019. She presented to the board the basic features of the guideline and the purpose which is to promote economy and austerity on local and foreign travel, including the creation of a Travel Review Committee (TRC) to review all request for travels.

Dir. Casela recommended that the TRC should include a member who understands the technical operations of the agency as to the task to be undertaken, number of personnel to be involved and duration for accomplishing the same. Dir. Salanga added that the guideline should include a provision not to allow travels which coincides with official/non-working holiday, except with official invitation from other government agencies. Dir. Victorio said that the E.O. was issued purposely to limit foreign travels in the guise of market filtration by invitation from private foreign companies. Dir. Victorio said that as long as the purpose is work related, NTA should approve the requests for travel.

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

RESOLUTION NO. 1050-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Implementing Guideline for Local and Foreign Travels of NTA Officials and Employees.

RESOLVED, FURTHER, that the Travel Review Committee (TRC) is hereby authorized to invite technical personnel to be consulted on technical operational matters as to the task to be undertaken, the duration and the number of personnel to undertake the task.

RESOLVED, FINALLY, that the TRC shall be authorized to adopt addendum to the guideline or issue clarificatory memorandum on matters not covered by the guideline.

UNANIMOUSLY APPROVED.....”

E. RENEWAL OF CONTRACT OF SERVICES OF 34 JOB ORDER FORESTERS FROM 16 APRIL 2019 TO 15 JULY 2019

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

RESOLUTION NO. 1051-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the renewal of the Contract of Services of 34 Job Order Foresters under the Kakahuyang Pangkalikasan at Pangkabuhayan (KPP) Project, from 16 April 2019 until 15 July 2019.

UNANIMOUSLY APPROVED.....”

F. AUTHORITY FOR THE VICE-CHAIRMAN/NTA ADMINISTRATOR AND ENGR. ABRAHAM DELA PEÑA TO SIGN ALL REQUIRED FORMS FOR THE APPLICATION OF DEMOLITION AND BUILDING PERMITS WITH THE QUEZON CITY GOVERNMENT

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

RESOLUTION NO. 1052-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby authorizes the Vice-Chairman/Administrator Robert L. Seares, M.D., and Engr. Abraham C. Dela Peña, Supply Officer IV, to execute and/or sign all the required forms/affidavits for the application of demolition and building permits from the Quezon City Government.

UNANIMOUSLY APPROVED.....”

IV. OTHER MATTERS

A. MEMORANDUM OF AGREEMENT BY AND BETWEEN THE NTA AND DPWH FOR THE CONSULTANCY SERVICES IN THE DEMOLITION OF THE OLD BUILDING AND CONSTRUCTION OF NEW BUILDING FOR THE NTA

During yesterday's committee meeting, Dr. Cristina C. Lopez, Manager of the Administrative Department, reported on the status of the demolition of the NTA Building. She said that representatives of the DPWH came to the office and brought the draft of the Memorandum of Agreement in response to the NTA letter requesting for their technical assistance. She reported that the head of the DPWH team manifested that once the MOA will be signed, the DPWH will be ready to assist the NTA for all the technical requirements for the projects from demolition up to the construction of the new building, including the endorsement of the projects to the DBM and the NEDA if it will cost more than Php1 Billion. She also informed the board that the NTA need not hire a consultant for the demolition and construction projects.

Dr. Lopez manifested to the board that if there are sufficient corporate funds for the demolition, demolition phase will come very soon. Dir. Casela inquired if there is already a rough cost estimate for the projects. Dr. Lopez replied that there is none yet but she said she will know the estimate soon. Dir. Victorio also inquired if the demolition project will be subject for bidding. Dr. Lopez replied that it will be published for bidding and the DPWH will only come up with the demolition budget, plan and methodology.

Dir. Salanga asked how much will it cost the NTA for hiring the services of the DPWH. Dr. Lopez said that it will be one half of one percent of the project cost, which already includes the honorarium of the technical team from the DPWH. She added that the honorarium should not be more than 25% of the salaries of the technical team from the DPWH.

Dir. Salanga then moved for the NTA management to look for available funds out of the corporate budget. Mr. Reynaldo Aquino, Budget Officer V, said that it can be incorporated in the 2019 COB through a Supplemental Budget.

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

RESOLUTION NO. 1053-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Memorandum of Agreement by and between the National Tobacco Administration and the Department of Public Works and Highways (DPWH) for the technical services to be provided for the demolition of the old NTA building and construction of new building, including the approval of the consultancy fee of one half of one percent of the costs of the demolition and construction projects, to include the honorarium of DPWH Technical Team to be assigned for the said projects; Provided, that the honorarium shall not exceed 25% of the respective basic salaries of the members of the DPWH technical team.

RESOLVED, FURTHER, that the Vice-Chairman/Administrator is hereby authorized to enter into and sign the said MOA for and in behalf of the NTA.

RESOLVED, FINALLY, that the NTA Management is hereby authorized to allocate the necessary funds for the said demolition and construction projects out of the available corporate funds or to request for Supplemental Budget from the Department of Budget and Management (DBM).

UNANIMOUSLY APPROVED.....”

- B. AUTHORITY TO SIGN THE APPLICATION FOR SPECIAL PATENTS OF NTA BATAK PROPERTIES**



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

RESOLUTION NO. 1054-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby authorizes **Ms. LUZVIMINDA U. PADAYAO**, Officer-in-Charge, NTA-Ilocos Norte Branch Office, is hereby authorized to execute and sign all forms and requests for application for Special Patents for the NTA parcels of land located at Brgy. Tabug, Batac City, Ilocos Norte, designated as Lot Nos. 21212-B and 21264-A.

UNANIMOUSLY APPROVED.....”

C. PROPOSED MEMORANDA OF AGREEMENTS BY AND BETWEEN THE NTA AND PMFTC INC.; NTA AND CENTRAL MINDANAO UNIVERSITY (CMU); AND NTA AND FARMERS’ COOPERATIVE FOR A TOBACCO RESEARCH AND EXTENSION UNDERTAKING AT CENTRAL MINDANAO

After discussions and amendments on the drafts of the Memoranda of Agreements (MOAs) between NTA and PMFTC Inc.; NTA and CMU and NTA and Farmers’ Cooperative, and upon motion of Dir. Casela, duly seconded by Dir. Quintal, the board adopted the following resolution, to wit:

RESOLUTION NO. 1055-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves in principle the proposed Memoranda of Agreements between the National Tobacco Administration and the PMFTC Inc.; the National Tobacco Administration and the Central Mindanao University (CMU) and the National Tobacco Administration and the Farmers’ Cooperative for a Tobacco Research and Extension undertaking at Central Mindanao, subject to further amendments, if necessary.

RESOLVED, FURTHER, that the Vice-Chairman/Administrator Robert L. Seares, M.D., is hereby authorized to sign the said Memoranda of Agreements, for and in behalf of the NTA.

UNANIMOUSLY APPROVED.....”

V. ADJOURNMENT

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

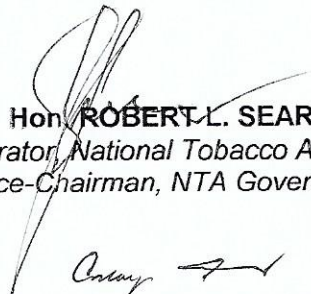
- a. Committee Meeting - 10:00 A.M., 25 April 2019; and
- b. 96th Special Meeting - 12:00 noon, 26 April 2019.

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 3:50 P.M.

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. 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-THIRD (123rd) REGULAR BOARD MEETING OF THE NTA
BOARD OF DIRECTORS HELD AT THE BOARD ROOM, THIRD FLOOR, BEN-LOR BUILDING
QUEZON AVENUE, QUEZON CITY, 12 APRIL 2019, 12:00 NOON

ATTENDANCE SHEET

PRESENT:

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

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

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

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

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

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

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

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

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

OTHERS PRESENT:

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

2. **RAMON R. MUNCAL**

3. Robert A. Ambros

4. **PRES. JESUS ANTONIO G. DERIVE**

5. **ATTY. MEL JOHN J. VERZOSA**

6. **ATTY. ROBERTO M. SISON**
