



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

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OFFICE OF THE NTA GOVERNING BOARD

**MINUTES OF THE ONE HUNDRED AND TWENTY-FOURTH (124TH) REGULAR MEETING OF THE NTA BOARD OF DIRECTORS HELD AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY
17 MAY 2019**

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:

Mr. ENRIQUE G. DELA CRUZ	-	Consultant for DA-Usec. for HVCRC
Engr. CESARIO G. SAMBRANA	-	Manager, NTA-Pangasinan Branch Office
Atty. ROBERT A. AMBROS	-	Manager RD and Acting Board Secretary
Ms. IMELDA N. RIÑEN	-	Department Manager III, FTSD
Dr. ROBERTO R. BONOAN	-	Manager, IRD
Ms. ALONA A. MANGANAAN	-	Executive Assistant IV
Ms. KYRA P. CLAMAÑA	-	Private Secretary II
Mr. RAMON R. MUNCAL	-	Stenographer II

HIGHLIGHTS OF THE MEETING

I. OPENING PRAYER

Ms. Clamaña led the opening prayer for the meeting.

II. CALL TO ORDER

Honorable Robert L. Seares, M.D., Vice-Chairman of the NTA Governing Board, called the meeting to order at 10:25 A.M.

III. 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.

The Acting Board Secretary also recognized the presence of Engr. Sambrana, Dr. Bonoan, Ms. Riñen and Mr. Dela Cruz.

 III. FOR APPROVAL/CONFIRMATION/CONSIDERATION:

- A. APPROVAL OF THE AGENDA OF THE ONE HUNDRED AND TWENTY-FOURTH (124TH) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD THIS 17 MAY 2019 AT THE 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY

The Presiding Officer presented the Agenda for the 124th Regular Meeting for the consideration of the members of the board.

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

RESOLUTION NO. 1063-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Agenda of the One Hundred and Twenty-Fourth (124th) Regular Meeting of the NTA Governing Board held this 17 May 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

UNANIMOUSLY APPROVED.....”

- B. APPROVAL OF THE MINUTES OF THE NINETY-SIXTH (96TH) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 26 APRIL 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY

The Presiding Officer presented the Minutes of the 96th Special Meeting of the NTA Governing Board held on 26 April 2019 for the consideration and approval of the Members of the Board.

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. 1064-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Minutes of the Ninety-Sixth (96th) Special Meeting of the NTA Governing Board held on 26 April 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

UNANIMOUSLY APPROVED.....”

C. PROPOSED ACTION PLAN FOR THE INVENTORY OF NTA REAL PROPERTIES

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

RESOLUTION NO. 1065-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the proposed Action Plan for the Inventory of NTA Real Properties.

RESOLVED, FURTHER, that the Vice-Chairman/Administrator is hereby authorized to create the Asset Inventory Management Committee (AIMC) to undertake the inventory of real properties, to include all incidental functions in relation thereto, such as but not limited to application of title for unregistered land, transfer of titles registered in the name of the defunct tobacco agencies to the National Tobacco Administration.

RESOLVED, FINALLY, that all NTA officials and employees, who have in their possession of owner’s copies of land titles, pertinent papers/documents and records, are hereby directed to turn over the said documents to the AIMC within three (3) calendar days from receipt of notice from the said committee.

UNANIMOUSLY APPROVED.....”
.....

D. GUIDELINES PRESCRIBING THE RATES OF MEALS FOR IN-HOUSE TRAINING AND OTHER ACTIVITIES

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

RESOLUTION NO. 1066-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Guidelines Prescribing the Rates of Meals for In-House Trainings and Other Activities to take effect immediately, subject to periodic review based on economic indicators issued by the National Government.

RESOLVED, FURTHER, that the subject rates shall not be applicable to meals provided during Committee, Regular and Special Meetings of the NTA Governing Board.

UNANIMOUSLY APPROVED.....”
.....

E. NTA DETAILED STATEMENT OF FINANCIAL PERFORMANCE FOR FISCAL YEAR 2018

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

RESOLUTION NO. 1067-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the NTA Detailed Statement of Financial Performance for Fiscal Year 2018.

RESOLVED, FURTHER, that the Chairman of the Board, Vice-Chairman/Administrator and the Chief Accountant are hereby authorized to sign the Statement of Management’s Responsibility for Financial Statements as prescribed under “Annex M” of Commission on Audit Circular No. 2017-004 dated December 13, 2017.

RESOLVED, FINALLY, that the said FY 2018 Financial Statement is hereby authorized to be released to the Commission on Audit-NTA Audit Team for review and audit purposes.

UNANIMOUSLY APPROVED.....”

F. RENEWAL OF CONTRACT OF SERVICES OF JOB ORDER ENUMERATORS FROM 01 MAY 2019 TO 30 JUNE 2019

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

RESOLUTION NO. 1068-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the renewal of the Contract of Services of Job Order Enumerators from 01 May 2019 until 30 June 2019, without further extension.

RESOLVED, FURTHER, that the said Job Order Enumerators shall complete their assigned tasks on or before 30 June 2019 and that the NTA Branch Managers concerned are hereby directed to render a terminal report to the Top Management and Governing Board as to the accomplishments of the said hirees.

UNANIMOUSLY APPROVED.....”

G. PROJECT GREENGROWTH

(deferred for further study and evaluation on the proposal of Dr. Segundino U. Foronda, Ph.D.)

IV. OTHER MATTERS

A. CONSULTANCY CONTRACT OF MR. LORENZO C. DRAPETE

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

RESOLUTION NO. 1069-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Consultancy Contract by and between the NTA and Mr. Lorenzo C. Drapete for the period beginning 16 May 2019 until 15 November 2019 at the rate of Php100,000.00, per month.

UNANIMOUSLY APPROVED.....”

B. SOLAR POWERED IRRIGATION SYSTEM (SPIS)

Engr. Sambrana reported that there are two (2) sites of SPIS project for Pangasinan and one (1) site was initially tested. He said that a problem was encountered for the other site because the submersible pump does not fit on an existing tube well. However, he clarified that he was not aware of the changes in the specifications of the SPIS as per training conducted vis-à-vis that published for bidding. Dir. Victorio noted that there was discoordination to the Branch Offices as to the specifications of the SPIS project and suggested to NTA Management to formulate a standard of procedure that all projects to be undertaken by the branch offices should be properly coordinated with the branch managers together with the suppliers and to submit to the central office the minutes of the coordinating meetings.

Ms. Riñen read to the board the specifications of the SPIS as per published Invitation to Bid. She said that the drilling for artesian well was deleted and was substituted with overhead water tank. Dir. Victorio directed Ms. Riñen, that as project manager, she should properly coordinate with the branch managers all matters pertaining to the SPIS project.

Dir. Casela suggested that the supplier should prioritize those areas with available water source. Dir. Victorio added that the supplier should coordinate with the concerned Branch Offices so that the installation of the units will be properly supervised.

Dir. Salanga likewise suggested that for every project, the Bids and Awards Committee should conduct a pre-bid and post-bid meeting with the end-users to ensure that the specifications are in accordance to their requirements and any amendments/changes should be properly communicated in writing and furnish the Board Audit & Finance Committee as well as the minutes of the meetings conducted. Dir. Victorio added that all pertinent bidding documents including Certificates of Acceptance should be provided to the Board Audit and Finance Committee.

Mr. Dela Cruz informed the board that the top 6 priority of the DA Secretary is the solar power irrigation system. He said that a company from Israel

came to the country and proposed to provide 6,000 units of SPIS amounting to Php44 Billion spread throughout the country. He reported that he witnessed a site at Solana, Cagayan, wherein the farmers increased their yield by 300% when their agricultural lands were irrigated, as compared before that there was no available water during summer season. He conformed with Dir. Victorio that technology is continuously changing and the costs are going down. He said that while the country has no large bodies of fresh water, like Vietnam and Thailand, however, he said that water impounding can be done to preserve rain water for the dry season.

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

RESOLUTION NO. 1070-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby directs the NTA Management to properly coordinate and communicate to the concerned units/offices/departments the implementing guidelines and procedures and specifications of all projects and procurements, as well as any amendments or changes thereto.

RESOLVED, FURTHER, that for all procurement activities, the NTA-Bids and Awards Committee is hereby directed to conduct meetings to the end-users prior to and after the conduct of bidding to ensure that the specifications/requirements are in accordance with their requirements and to provide the Board Audit and Finance Committee with the minutes of the said meetings.

RESOLVED, STILL FURTHER, that the NTA-BAC is hereby directed to submit to the Board Audit and Finance Committee all bid documents, including the certificates of acceptance for all procurement activities.

RESOLVED, FINALLY, that the Board Secretary is directed to report on the status of every resolution approved/adopted by the NTA Governing Board.

UNANIMOUSLY APPROVED.....”

V. ADJOURNMENT


Dir. Salanga directed Atty. Ambros to invite the Branch Managers in the next committee meeting. Dir. Casela added that the Branch Managers should prepare their reports of collection on the TCGS project.

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

- a. Committee Meeting - 9:00 A.M., 30 May 2019; and
- b. 97th Special Meeting - 10:00 A.M., 3 May 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 12:45 P.M.

PREPARED AND CERTIFIED CORRECT:


ATTY. ROBERT A. AMBROS
Acting Board Secretary

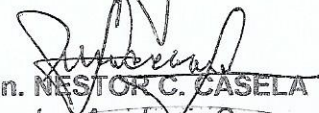
ATTESTED:



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

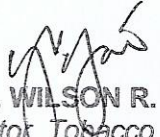

Hon. RODOLFO F. SALANGA
Appointive Director, Tobacco Manufacturing Sector


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

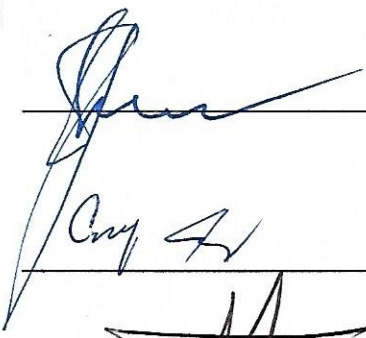
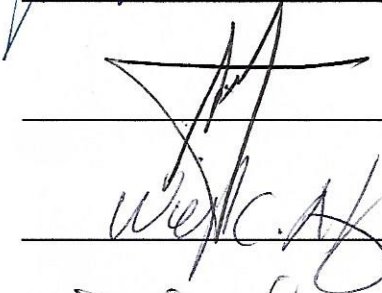
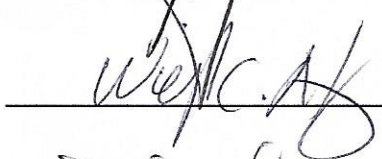

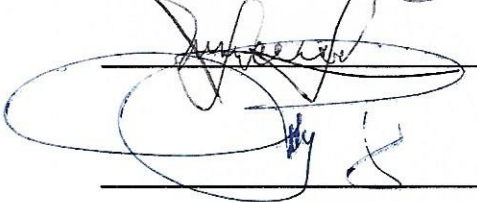
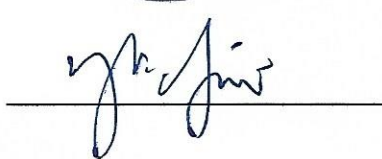
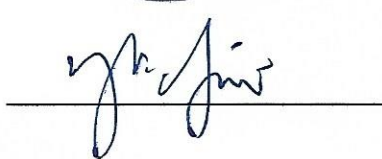

Hon. DANILO C. TRONGCO
Appointive Director, Tobacco Farmers Sector


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


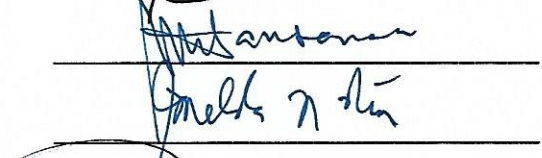
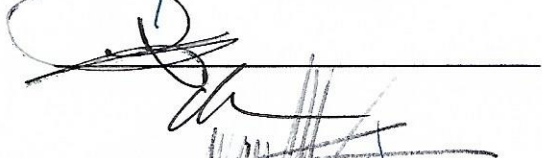




**ONE HUNDRED AND TWENTY-FOURTH (124th) REGULAR BOARD MEETING OF THE
NTA BOARD OF DIRECTORS HELD AT THE BOARD ROOM, THIRD FLOOR, BEN-LOR
BUILDING, QUEZON AVENUE, QUEZON CITY, 17 MAY 2019, 10:00 A.M.**

ATTENDANCE SHEET

PRESENT:

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| <p>1. Secretary EMMANUEL F. PIÑOL
Department of Agriculture and
Chairman, NTA Governing Board</p> | <hr/> |
| <p>2. Undersecretary, EVELYN G. LAVIÑA
Dept. of Agriculture-High Value Crop
and Alternate Chairman, NTA Governing Board</p> | <hr/> |
| <p>3. Hon. ROBERT L. SEARES, M.D.
Administrator/Vice-Chairman
of the NTA Governing Board</p> | <hr/>  |
| <p>4. Hon. RODOLFO F. SALANGA
Member, NTA Board of Directors</p> | <hr/>  |
| <p>5. Hon. TEOFILO R. QUINTAL
Member, NTA Board of Directors</p> | <hr/>  |
| <p>6. Hon. WILFREDO C. MARTINEZ
Member, NTA Board of Directors</p> | <hr/>  |
| <p>7. Hon. NESTYOR C. CASELA
Member, NTA Board of Directors</p> | <hr/>  |
| <p>8. Hon. DANILO C. TRONGCO
Member, NTA Board of Directors</p> | <hr/>  |
| <p>9. Hon. WILSON R. VICTORIO
Member, NTA Board of Directors</p> | <hr/>  |

OTHERS PRESENT:

- | | |
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| <p>1. Atty. ROBERT A. AMBROS
Acting Board Secretary</p> | <hr/>  |
| <p>2. <u>CESARIO G. CAMBRADO</u></p> | <hr/>  |
| <p>3. <u>ALONA A. MANGANAN</u></p> | <hr/>  |
| <p>4. <u>Imelda N. Linao</u></p> | <hr/>  |
| <p>5. <u>RAMON MORALES</u></p> | <hr/>  |
| <p>6. <u>Robert R. Bontuan</u></p> | <hr/>  |
| <p>7. <u>ENRIQUE DELA CRUZ</u>
KITA ...</p> | <hr/>  |