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Republic of the Philippines DEPARTMENT OF AGRICULTURE

NATIONAL TOBACCO ADMINISTRATION

3rd & 4th Floors Ben-Lor Building, 1184 Quezon Ave., Diliman, Quezon City Tel No. (02) 374-3987 / Fax. No. (02) 374-2505 / Website: http://nta.da.gov.ph ISO 9001: 2015 QMS CERTIFIED

OFFICE OF THE NTA GOVERNING BOARD

MINUTES OF THE ONE HUNDRED AND TWENTY-EIGHTH (128TH) REGULAR MEETING OF THE NTA BOARD OF DIRECTORS HELD AT THE CONFERENCE ROOM, OFFICE OF THE SECRETARY, DEPARTMENT OF AGRICULTURE, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY

12 SEPTEMBER 2019

Present:

Secretary WILLIAM D. DAR, Ph.D. Chairman of the Board Adm. ROBERT L. SEARES, M.D. Vice-Chairman of the Board Usec. EVELYN G. LAVIÑA Ex-Officio Member of the Board 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. ROHBERT A. AMBROS - Dept. Manager III, Regulation Dept. and Acting Board Secretary

Dr. CRISTINA C. LOPEZ - Department Manager III, Admin Dept.

Mr. ENRIQUE G. DELA CRUZ - Consultant, DA-HVCRC

Engr. REN FLORENTINO - Consultant, TCGI Engineers Co. Engr. BEN EVANGELISTA - Consultant, TCGI Engineers Co.

HIGHLIGHTS OF THE MEETING

OPENING PRAYER

Dir. Casela led the opening prayer.

II. CALL TO ORDER

The Honorable DA Secretary William D. Dar, Ph.D., Chairman of the NTA Governing Board, called the meeting to order at 6:50 P.M.

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

The Acting Board Secretary declared a quorum for the meeting with the presence of more than majority of the following Appointive Members of the NTA Governing Board, to wit:

1. Secretary WILLIAM D. DAR, Ph.D.

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- 2. Undersecretary EVELYN G. LAVIÑA
- 3. Administrator ROBERT L. SEARES, M.D.
- 4. Director RODOLFO F. SALANGA
- 5. Director WILFREDO C. MARTINEZ
- 6. Director TEOFILO R. QUINTAL
- 7. Director NESTOR C. CASELA
- 8. Director DANILO C. TRONGCO; and
- 9. Director WILSON R. VICTORIO.

The Acting Board Secretary likewise acknowledged the presence of all others present during the meeting.

III. FOR APPROVAL/CONFIRMATION/CONSIDERATION:

A. APPROVAL OF THE AGENDA OF THE ONE HUNDRED AND TWENTY-EIGHTH (128TH) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD THIS 12 SEPTEMBER 2019 AT THE OFFICE OF THE SECRETARY, DEPARTMENT OF AGRICULTURE, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY

The Presiding Officer presented the Agenda for the 128th Regular Meeting for the consideration of the members of the board. He asked the Members of the Board if there are other matters they would like to add to the Agenda.

Dir. Casela requested for the inclusion in the Agenda the presentation and deliberation on the Feasibility Study and Conceptual Design for the proposed NTA Building.

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

RESOLUTION NO. 1124-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Agenda, with Addendum, of the One Hundred and Twenty-Eighth (128th) Regular Meeting of the NTA Governing Board held this 12 September 2019 at the Conference Room, Office of the Secretary, Department of Agriculture, Diliman, Quezon City.

UNANIMOUSLY APPROVED......"

B. MINUTES OF THE 100TH SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 29 AUGUST 2019 AT THE CONFERENCE ROOM, THIRD FLOOR, CITY HALL BUILDING, CANDON CITY, ILOCOS SUR

The Chairman presented to the board the minutes of the 100th Special Meeting for their comment. Dir. Quintal moved for the correction of the third to the last line of page 6 to include the word "years" after number "(2)".

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

RESOLUTION NO. 1125-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Minutes of the One Hundredth (100th) Special Meeting of the NTA Governing Board, as amended, held on 29 August 2019 at the Conference Room, Third Floor, City Hall Building, Candon City, Ilocos Sur.

UNANIMOUSLY APPROVED......"

B-1 MATTERS ARISING FROM THE MINUTES OF THE 100TH SPECIAL MEETING OF THE NTA GOVERNING BOARD

1. For Item C (Renewal of the Lease Contract with ADTEMCO) on Page 3, Secretary Dar asked the nature of the building being rented by ADTEMCO. Dir. Quintal informed the Secretary that the building is actually a feed mill, however, since the facility is not being utilized as such, the NTA leased the building to ADTEMCO as a warehouse for bottled beverages with a monthly rental of Php30,000.00 per month. Secretary Dar instructed the NTA to determine the available space of the feed mill and to offer the same to the Provincial Government of Ilocos Sur as warehouse for their purchases of palay. Secretary Dar emphasized that NTA should give priority to other government agencies which are in need of warehouse spaces. He then requested the Members of the Board to reconsider the approval of the renewal of the lease agreement with ADTEMCO. He further said the if the Provincial Government of Ilocos Sur is not interested, the NTA Board may revive the request for approval for the renewal of the lease contract.

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

RESOLUTION NO. 1126-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby reconsiders the approval of the renewal of the lease contract with Abra Diocesan Employees Multipurpose Cooperative (ADTEMCO) and to offer the lease of the NTA AgriPinoy Feed Mill Complex to the Provincial Government of Ilocos Sur as warehouse for its purchases of palay.

RESOLVED, **FURTHER**, that in the event that the Provincial Government of Ilocos Sur is not interested to lease the feed mill complex, then the request for the renewal of the lease contract with ADTEMCO may be revived for approval of the board.

UNANIMOUSLY APPROVED......"

2. On Item D (Improved Seedling Production Project) of page 4, Secretary Dar inquired if any from the Members of the Board can compare the

cost of seedlings that the private sector is producing as against the cost of seedlings to be produced by NTA under the Improved Seedling Production Project. He said that there should have been a cost analysis conducted by the NTA before it was submitted to the board for approval. Secretary Dar then instructed the NTA Management to present the cost analysis to the board to determine if the cost of NTA is equal to or lower than the cost of seedlings from the private sector.

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

RESOLUTION NO. 1127-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby confirms the approval of the Implementing Guidelines of the Improved Seedling Production Project; *Provided*, that the NTA Management should present to the board the cost analysis to compare the price of seedlings produced by the private sector and those to be produced from the NTA seedling project; *Provided, further*, that the cost of the NTA seedlings should be at least equal to or lower than the cost of seedlingss from the private sector.

UNANIMOUSLY APPROVED....."

3. On Item N (Construction of Seedling Nurseries) on pages 7 & 8, Dir. Casela informed Secretary Dar that due to limited budget for the project, he proposed for the reduction of the number of semi-permanent seedling nursery structures from 15 to 10. Secretary Dar required the presentation of the detailed plan and specifications of the structure in the next board meeting. Secretary Dar reminded the NTA Management to make specific presentation of all matters for approval by the board.

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

RESOLUTION NO. 1128-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby suspends the construction of seedling nursery structures under the Improved Seedling Production Project subject to the presentation of the detailed plans and specifications of the seedling nursery structures in the next board meeting.

UNANIMOUSLY APPROVED......"

C. REFUND OF CY 2017 & CY 2018 RICE ALLOWANCE OF NTA OFFICIALS AND EMPLOYEES WHICH WAS DEDUCTED FROM THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE



The Vice-Chairman requested from the Chairman for Ms. Cristina C. Lopez, D.B.A., Department Manager III, Administrative Department, to do the presentation of the matter.

Dr. Lopez explained that the NTA employees, particularly those who are incumbents as of 1989, are requesting for the refund of the Rice Allowance which was erroneously deducted by management from their CNA Incentives for CY 2017 and CY 2018 in the amount Php12,000.00, each. She then requested from the Honorable NTA Governing Board for the approval said appeal of the concerned NTA employees.

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

RESOLUTION NO. 1129-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the request for the refund of CY 2017 & CY 2018 Rice Allowance of concerned NTA Officials and Employees which were deducted from their Collective Negotiation Agreement (CNA) Incentive.

UNANIMOUSLY APPROVED......"

D. REQUEST OF THE AUDIT TEAM LEADER, NTA-COMMISSION ON AUDIT, FOR AUTHORITY TO APPLY FOR TWO (2) PLDT TELEPHONE LINES FOR THEIR NEW OFFICE AT THE GROUND FLOOR, BEN-LOR BUILDING, 1184 QUEZON AVENUE, QUEZON CITY

Secretary Dar inquired why the above administrative matter is being submitted to the board for approval. Dir. Salanga replied that the PLDT requires the submission of a board resolution. Secretary Dar then allowed the matter to be taken up by the board on the basis of the requirement of PLDT. Secretary Dar said that there is no need to submit to the board any simple administrative matters which does not need any board resolution.

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

RESOLUTION NO. 1130-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the application of two (2) telephone landlines with the Philippine Long Distance Telephone Company (PLDT) for the offices of the COA-Resident Auditor located at the Ground Floor, Ben-Lor Building, 1184 Quezon Avenue, Brgy. Paligsahan, Quezon City.

RESOLVED, **FURTHER**, that the NTA Administrator is hereby authorized to sign the application forms as may be required by PLDT.

UNANIMOUSLY APPROVED......"

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E. APPROVAL OF THE COST FOR THE DEMOLITION OF THE OLD NTA CENTRAL OFFICE BUILDINGS IN THE AMOUNT OF PHP5,960,860.67 AND AUTHORITY TO CONDUCT PUBLIC BIDDING THEREOF

Secretary Dar inquired if the NTA already prepared the plan for the demolition project. Dir. Salanga replied that the Department of Public Works and Highways already approved the demolition of the NTA Building as it is no longer safe as per result of the structural investigation.

Dr. Lopez informed the Secretary that the NTA previously commissioned the services of a structural engineer to conduct structural integrity check of the NTA building which is already more than 50 years old. She reported that the investigation resulted to a discovery of weaknesses on the structure of the old NTA Building. She also said that the NTA already sought advice from the DPWH and the latter required the submission of costings for the construction of new building and retrofitting of the old building and said that the result was that it is more economical to construct a new building rather than retrofitting the old building. She informed the board that the costing for the demolition of the old building was prepared by the NTA-In House Civil Engineer and was reviewed by Engr. Aguinaldo of the DPWH.

Secretary Dar agreed to approve the demolition project costing on the condition that NTA should formally request the DPWH to certify or concur with the Program of Work and Costing, the same to be made in a separate communication letter from the DPWH, before NTA will conduct the public bidding for the purpose.

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

RESOLUTION NO. 1131-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Program of Work and Costings for the Demolition of the Old NTA Building the conduct of public bidding thereof, on the condition that the NTA shall formally request the Department of Public Works and Highways (DPWH) to certify or concur on the Program of Work and Costing, to be made in a separate communication letter from the DPWH, before the conduct of the public bidding.

UNANIMOUSLY APPROVED....."

F. REQUEST OF THE NTA EMPLOYEES ASSOCIATION TO AVAIL THE GSIS-GFAL II AND AUTHORITY FOR THE VICE-CHAIRMAN TO SIGN THE MEMORANDUM OF AGREEMENT WITH THE GSIS

Dr. Lopez informed the board that there is a new financial assistance program offered by the Government Service Insurance System called the Financial Assistance Loan II Program (GSIS-GFAL II). She said that the

GSIS is offering to GSIS Members the refinancing of their outstanding loan with other credit institutions for a maximum of Php500,000.00 with an interest rate of 6% per annum, payable for a maximum period of 6 years. She also said that the GSIS requires the approval of the board for the execution of a memorandum of agreement.

Secretary Dar asked what will be the role of the NTA in the MOA. Dr. Lopez responded that NTA will act as collecting agent only without any guaranty. Secretary Dar emphasized that the "no guaranty" provision should be expressly stated in the resolution and in the MOA with GSIS.

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

RESOLUTION NO. 1132-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the request of the NTA Employees Association for the NTA officials and employees to avail of the Financial Assistance Loan II (GFAL II) Program from the GSIS

RESOLVED, **FURTHER**, that the obligation of the NTA under the MOA shall specify that NTA shall act as a collecting agent only, without guaranty.

RESOLVED, **FINALLY**, that the NTA Administrator is hereby authorized to enter into and sign the said MOA with the GSIS.

UNANIMOUSLY APPROVED......"

G. RESULT OF THE FEASIBILITY STUDY AND CONCEPTUAL DESIGN OF AN OFFICE BUILDING WITH COMMERCIAL FACILITIES FOR THE NTA AND REQUEST FOR AUTHORITY TO SUBMIT THE SAME TO THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) FOR FUNDING SUPPORT

Engr. Ben Evangelista, Consultant from TCGI Engineers Co. presented to the board on the result of their Feasibility Study and Conceptual Design of an Office Building with Commercial Facilities for the NTA. After the power point presentation with nine (9) options, Engr. Evangelista stated that the result of the study led them to recommend for the construction of a 27-Floor Office Building with Retail Facilities (to include dine-in, personal services and commercial establishments) over a 2,400 square meters area of the NTA property, with an estimated construction cost of Php2.3 Billion, based on a Php40,000.00 per square meter. He said that their recommendation will give the NTA the highest return of investment and with optimal occupancy rate. Engr. Evangelista also said that the estimated annual net income for the building is about Php200 Million. Engr. Evangelista further stated that the detailed engineering design will be undertaken as a separate project.



Secretary Dar inquired on the source of fund for the project. Dir. Salanga replied that it will be taken from the Tobacco Funds created under Republic Act No. 4155 with more than Php67 Billion. Dr. Lopez added that the DBM required the submission of a Feasibility Study and Conceptual Design so that it can more or less estimate the total cost to be allocated for the project. She said that the DBM already allocated Php165 Million for FY 2020 for the first phase of the project for which the NTA can now commission the services of a consultant to prepare the detailed engineering design and costings, all of which will be done in consultation with the DPWH. She also informed the board that the submission of the result of feasibility study and conceptual design shall be directly to the DPWH and DBM, considering that the total project cost does not exceed the threshold amount for mandatory review and evaluation by the National Economic Development Authority (NEDA). She likewise requested for an authority for the Administrator to submit the Feasibility Study and Conceptual Design to the DBM.

Secretary Dar added that the NTA should follow strictly the government procurement law in the execution of the project for the construction of the NTA Office Building with Retail Facilities and instructed Dr. Lopez to write down what she just said for the understanding of the Members of the NTA Governing Board.

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

RESOLUTION NO. 1133-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby duly notes the result of the Feasibility Study and Conceptual Design and recommendation of TCGI Engineers Co.

RESOLVED, FURTHER, that the NTA Administrator is hereby authorized to submit the Feasibility Study and Conceptual Design to the Department of Budget Management (DBM) for funding support, after review by the Department of Public Works and Highways (DPWH).

RESOLVED, **FINALLY**, that NTA Management is hereby directed to follow strictly the Government Procurement Law in the execution of the project for the construction of the NTA Office Building with Retail Facilities.

UNANIMOUSLY APPROVED......"

V. OTHER MATTERS

A. INTRODUCTION OF ATTY. ARMANDO FRIVALDE AS APPLICANT TO THE POSITION OF BOARD SECRETARY

Secretary Dar recalled that Atty. Ambros previously requested to be relieved from his duties as Acting Board Secretary. Atty. Ambros confirmed

that his request still stands. Secretary Dar then introduced Atty. Armando Frivalde, Acting President of Quendancor. He proposed to the board to consider him for the position as Board Secretary. He then instructed Atty. Frivalde to submit his requirements to the NTA Selection Committee, through the NTA Administrator. He said that Atty. Frivalde will go through the process and his appointment will be confirmed by the board.

Dir. Salanga clarified that the position of Board Secretary is co-terminus with the incumbent board. He said that once the appointing board is replaced by the President, the term of the Board Secretary is also deemed terminated.

B. CREATION OF SPECIAL FUND FOR THE BENEFIT OF TOBACCO FARMERS WHO ARE ALSO RICE PRODUCERS

Secretary Dar requested from the Members of the Board for NTA to provide special fund from the Tobacco Fund created under R.A. 4155 for the benefit of tobacco farmers who are also rice producers to tide them from the effects of the Rice Tariffication Law. He said that the fund may be transferred to the Land Bank of the Philippines which will manage the fund, subject to the terms and conditions of the DA and NTA.

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

RESOLUTION NO. 1134-2019

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the allocation of the amount of Php1 Billion from the Tobacco Fund created under Republic Act No. 4155 as a Special Fund for the benefit of the tobacco farmers who are also rice producers to tide them from the effects of the Rice Tariffication Law, in the amount of Php30,000.00, per hectare, with 0% interest rate and payable for a period of seven (7) years.

RESOLVED, **FURTHER**, that the special fund shall be transferred to the Land Bank of the Philippines (LBP) which will manage the same under the terms and conditions of the Department of Agriculture and National Tobacco Administration, the same to be implemented starting Crop Year 2019-2020.

RESOLVED, STILL FURTHER, that NTA Management is hereby authorized to request for Supplemental Budget from the Department of Budget and Management (DBM) for the allocation of the said special fund, with the endorsement of the Secretary, Department of Agriculture.

RESOLVED, **FINALLY**, that NTA Management is authorized to make representations with the Land Bank of the Philippines (LBP) for the formulation of the implementing guidelines for the said special fund.



UNANIMOUSLY APPROVED......" VI. **ADJOURNMENT** Secretary Dar sets the next board meeting on September 25, 2019, 5:30 P.M. at the Office of the Secretary, Department of Agriculture. There being no other matter to be taken up, and upon motion of Dir. Salanga, duly seconded by Dir. Victorio, the meeting was officially adjourned at 8:15 P.M. PREPARED AND CERTIFIED CORRECT: ATTY. ROHBERT A. AMBROS Acting Board Secretary ATTESTED: Hon. WILLIAM D. DAR, Ph.D. Secretary, Department of Agriculture and Chairman, NTA Governing Board Hon. EVELYN G. LAVIÑA Undersecretary, Department of Agriculture and Ex-Officio Member, NTA Governing Board 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

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Hon. NESTOR C. CASELA

Appointive Director Academic Community Sector

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

Hon. WILSON R. VICTORIO
Appointive Director, Tobacco Traders/Exporters Sector

ONE HUNDRED AND TWENTY-EIGTH (128th) REGULAR BOARD MEETING OF THE NTA BOARD OF DIRECTORS HELD AT THE CONFERENCE ROOM, OFFICE OF THE SECRETARY, DEPT. OF AGRICULTURE ELLIPTICAL ROAD, DILIMAN, QUEZON CITY, 12 SEPTEMBER 2019, 6:00 P.M.

ATTENDANCE SHEET

PRESENT:

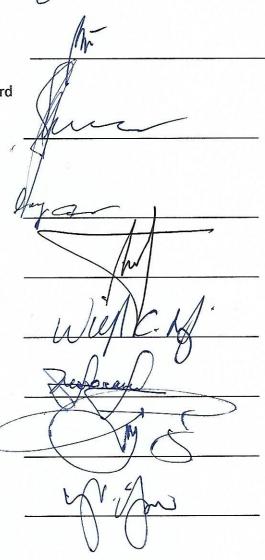
- Hon. WILLIAM D. DAR, Ph.D.
 Acting Secretary
 Department of Agriculture and Chairman, NTA Governing Board
- Undersecretary, EVELYN G. LAVIÑA
 Dept. of Agriculture-High Value Crop
 and Alternate Chairman, NTA Governing Board
- Hon. ROBERT L. SEARES, M.D. Administrator/Vice-Chairman of the NTA Governing Board
- Hon. RODOLFO F. SALANGA
 Member, NTA Board of Directors
- Hon. TEOFILO R. QUINTAL Member, NTA Board of Directors
- Hon. WILFREDO C. MARTINEZ Member, NTA Board of Directors
- Hon. NESTYOR C. CASELA Member, NTA Board of Directors
- Hon. DANILO C. TRONGCO
 Member, NTA Board of Directors
- Hon. WILSON R. VICTORIO Member, NTA Board of Directors

OTHERS PRESENT:

- Atty. ROHBERT A. AMBROS Acting Board Secretary
- 2. Ren Florentino

3. Ben Evargelista

4. Crutin C. daying



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