

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RISK MANAGEMENT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, on January 5, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Risk Management**

**HON. PEDRO J. MENDIOLA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Department

Mr. Reynaldo Aquino, Budget Officer IV

**HIGHLIGHTS OF THE MEETING**

After the Committee on Legal Matters & Properties, the Committee on Risk Management which was presided by Dir. Jose S. Diño was called to Order with Manager Mr. Rex Teoxon with Mr. Aquino as a Resource Speaker. The necessity of the Risk Management Meeting was due to an immediate assistance to farmers and their families to be given preventive measures on dengue cases as there were reports that the dengue is now proliferating in Region I, II and CAR which is the area of our farmers and their families. The resource persons explained that prior to the meeting, the Office of the Administrator called a meeting in connection with preventive measures and simultaneously the idea of Dir. Gacula that concentration on health preventive measures to follow these of farmers must be given utmost privileges and care. There were exchanges as to the ideas presented to the committee by members of the resource persons and thereat, the Committee Members direct the resource person that on the next immediate Board Meeting Guidelines to be implemented must already be submitted to the Directors Members of the Committee not only for deliberation but for its approval. After positive agreement the meeting was adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JANUARY 5, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

**ATTY. ROHBERT A. AMBROS, Acting Board Secretary & Legal Counsel**

Mr. Rex Antonio P. Teoxon, Manager Corporate Planning Dept.

Mr. Reynaldo Aquino, Budget Officer IV, Budget Division

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Board Audit & Finance was presided by Dir. Rodolfo F. Salanga, after carefully scrutinized by the Board. Dir. Pedro Mendiola Jr. wanted the presenters to immediately provide the Members of the Board of Directors a clearer view in connection with the farmers plight related to uncollected financial assistance on or before the Chairman move for the approval before the meeting of the board. This was acknowledged by the presenter that they will comply.

Mr. Teoxon presented to the Committee the proposed Corporate Operating Budget for FY 2016, it was properly presented through a power point presentation to be able to explain in detailed. The Corporate Operating Budget amounted to One Billion Three Hundred Ninety Eight Million Seven Hundred Eighty Five Thousand Pesos (PhP 1,298,785,000.00). The Chair of the Committee, had no other question to the resource speaker, he then move for the approval. Dir. Claravall move for the adjournment.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON RISK MANAGEMENT, BOARD AUDIT AND LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON JANUARY 5, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO**, Committee Chairman on Risk management  
**RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance  
**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters & Properties

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member  
**HON. GEOFFREY DG. GACULA**, Member  
**HON. PEDRO J. MENDIOLA**, Member  
**HON. ROGELIO A. ELVEÑA**, Member  
**HON. DANTE G. CLARAVALL**, Member  
**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

**Dr. CRISTINA C. LOPEZ**, Manager, Administrative Dept.  
**Atty. Rohbert A. Ambros**, Acting Board Secretary.  
**MR. REX ANTONIO P. TEOXON**, Manager Corporate Planning Dept.  
**Mr. Reynaldo Aquino**, Chief, Budget Division

**HIGHLIGHTS**

The Board Committee Meeting started at around 2:15 PM. Present during the meeting Administrator Edgardo D. Zaragoza, Dir. Jose s. Diño, Director Geoffrey DG. Gacula, Pedro J. Mendiola, Jr., Rodolfo f. Salanga, Dante G. Claravall and Dir. Rogelio A. Elveña.

The meeting was presided by Director Rodolfo F. Salanga. Mr. Teoxon presented to the Members of the Board the proposed Corporate Operating Budget for FY 2016, it was properly presented through a power point presentation to be able to explain in detailed. The Corporate Operating Budget amounted to One Billion Three Hundred Ninety Eight Million Seven Hundred Eighty Five Thousand Pesos



(PhP 1,298,785,000.00), after carefully scrutinized by the Board, The Chairman move for its approval in the next Board Meeting.

The next Committee Meeting was Legal Matter and presided by Dir. Geoffrey DG. Gacula. Atty. Rohbert Ambros as the Legal Counsel of NTA provided a copy of the proposed Draft Compromise Agreement for the Settlement of the case entitled NTA vs. Heirs of Jose C. Tupino, Jr. pending before Regional Trial Court of Manila Branch 41. Atty. Ambros request the Members of the Committee for its approval, he explained that during the mediation hearing of the case the defendants manifested their willingness to voluntary vacate the said property that they encroached at the NTA property, he explained also the respondents made a condition that the NTA or the awardee should be responsible for the dismantling of the structure existing thereon, without cost for them. Director Gacula suggested that in the agreement there should be a provision that all materials to be recovered from the dismantling of the structure will be renounced by the respondents and inure to the benefit of the one who will dismantle. With that Director Gacula move for its approval subject to the amendment.

Director Gacula reported to the Committee that he read a newspaper there was an article that the Department of Health has allocation of One Million for dengue vaccines for school children which will be taken from Universal Health Care Fund under Republic Act 10351. He manifested that a resolution be adopted for the NTA management to make representation with the DOH to request dengue vaccines for the benefit of tobacco farmers and NTA employees, the resolution to be approved in the next board meeting.

No other issues or comments to discussed, the meeting was adjourned at around 4:30 PM.

Prepared and certified correct:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JANUARY 5, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters & Properties**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER  
HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

**ATTY. ROHBERT A. AMBROS, Acting Board Secretary & Legal Counsel**

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting was Legal Matter & Properties presided by Dir. Geoffrey DG. Gacula. Atty. Ambros as the Legal Counsel of NTA provided a copy of the proposed draft Compromise Agreement for the Settlement of the Case Entitled NTA vs. Heirs of Jose C. Tupino, Jr. pending before Regional Trial Court of Manila Branch 41. Atty. Ambros request the Members of the Committee for its approval, he explained that during the mediation hearing of the case the defendants manifested their willingness to voluntary vacate the said property that they encroached at the NTA property., he explained also the respondents made a condition that the NTA or the awardee should be responsible for the dismantling of the structure existing thereon, without cost for them. Director Gacula suggested that in the agreement there should be a provision that all materials to be recovered from the dismantling of the structure will be renounced by the respondents and inure to the benefit of the one who will dismantle. With that, Director Gacula move for its approval subject to the amendment. No other matters to be taken-up the Committee Meeting was adjourned.

Prepared by:

  
**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS & PROPERTIES, PERSONNEL ADMINISTRATION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON JANUARY 19, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, COMMITTEE CHAIRMAN- Legal Matters  
Administrator EDGARDO D. ZARAGOZA, MEMBER  
HON. JOSE S. DIÑO, MEMBER-Chairman, Personnel Administration  
HON. PEDRO J. MENDIOLA, MEMBER- Chairman, Trading Operations  
HON. ROGELIO A. ELVEÑA, MEMBER  
HON. DANTE G. CLARAVALL, MEMBER  
HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

**Dr. Cristina C. Lopez, Manager Administrative Department  
Ms. Perla Manzon, Chief, Administrative division  
Atty. Rohbert A. Ambros, Acting Board Secretary  
Engr. Abraham De La Peña, Project Manager  
Myrna Lozano, Chief, Quality Assurance**

**HIGHLIGHTS**

The meeting was called to Order on or about 2:00 PM, with all the Members of the Board present. Dir. Dino preside over as the Chairman of the Personnel, the meeting is all about the Guidelines on hiring of plantilla positions, Dir. Salanga asked the Chair to go back on the composition. Dr. Lopez said that at present there is a Special Order series of 2010, constituting the selection board of NTA and Dr. Lopez as the Chairman, Dr. Bonoan representing the management, Mrs Senga as representative of rank and file employees for the second level, Mr. Umayam member representative of rank and file for first level positions. Dir. Salanga observed that to quote if the person to be promoted coming from one department, the head should be the representative. According to Dr. Lopez even the division chief of the department may do so. But according to Dir. Salanga as



his desire it should be coming from the management, explaining further, Dir. Salanga said that the interview is very subjective just like in the case of Mr. Abella he surpasses his two contender. Dr. Lopez explained that in his case he came from the other branches until assigned here, comparing to other contender as she said there is a negative attitude on their part and one of the reason also is being absenteeism. (Dir. Elvena on his observation he said that they never mentioned the Job description on the manner of selection as he explained, the criterion should be confined on job description. Dr. Lopez answered and said that there is a relevant training, education and experience which will all merit.) Dir. Dino expecting that Dr. Lopez could submit all the positions for approval to the next Board Meeting, other concern that the chair open up is the study grant by the NTA relative to the degree which is five years he asked Dr. Lopez if we could do anything about it. Dr. Lopez said that seen it is a case to case basis maybe a Board Resolution could do so. Dir. Gacula agreed to the idea of Dr. Lopez since it is isolated case it is just a matter of policy. Dir. Dino for the construction of a new building which is amounting to 15.9 M, Dir. Gacula Chairman of the Legal Matters and Properties asked the Project Engineer to enlighten the body for the approval of the project on the next Board Meeting. Engineer De la Peña said that the building will cost PhP 15,908,500.00 explaining that it is a four storey building that includes a water treatment facility so that, he said, could treat the chemical waste, human waste and other waste coming from the building going to the septic tank, for the firewall the distance to the other building is 0.5 meters. Dir. Gacula inquired Engineer of what equipment will be placed on the first floor, Engineer De la Pena said that that will be the classification area compose of cold and dry storage with an area of 159 sq. mts then on the second floor will be bigger since they extend the area total of 211.75 sq. mts and it will serve as reference storage for Virginia and burley then there will be a leaf grading room. Then on the third floor with the same area are for machines like the smoking machine. Dir. Mendiola observed that on the first floor up to third floor are fairly the same as compared to the fourth floor which is half constructed then the difference is only around PhP 300,000.00./ Engineer De la Pena explained in detailed that on the ground floor foundation is very important structural is concentrated then on the following floors are extended and water proofing is not



much needed as compared to the fourth floor and half of it is enclosed as he said, upon clarification of Dir. Gacula as he see it the reason so is that the water proofing that is why it is little bit higher considering that it is only 195 sq. mts. Engr. De la pena explained in the roof deck they need to put roofing and trusses to withstand. Then Dir. Gacula asked Ms. Lozano on the basis of these materials in arriving the amount of 33 million for the laboratory equipment, ms lozano first explained while they were applying for Magna Carta benefits the DOST came to their laboratory for some inspection she said they found out that there are equipment that are needed and their environmental condition is not quite enough so they suggested to find another place to fit them they arrived at for the construction of a new building and asked Arch. Artates and Engr. De la pena for a plan and she gave the weight and the measurements to fit. Dir. Mendiola asked Ms. Lozano if the supplier is only one Ms. Lozano answered for the smoking machine there are only two supplier in the Philippines but the other equipment there are lot of supplier. Dir Gacula asked the members of the committee if there other concern regarding the equipment, since<sup>P</sup> comments from other members, the committee was adjourned at 4:30 PM.

Prepared and certified correct:



RAMON R. MUNCAL



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JANUARY 19, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters & Properties**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Engr. Abraham de la Peña, Project Manager

Ms. Myrna Lozano, Quality Assurance Head

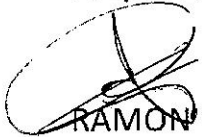
Mr. Rex Antonio P Teoxon, Manager, Corporate Planning Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting was Legal Matter & Properties presided by Dir. Geoffrey DG. Gacula asked the Project Engineer to enlighten the body for approval of the project. Engr. De la Peña said that the building will cost PhP 15,908,500.00 explaining the building is a four storey it includes water treatment facility that could treat the chemical & human waste coming from the building going to the septic tank, for the firewall the distance to the other building is 0.5 meter. Dir Gacula inquired Engineer of what equipment will be placed in the first floor. Engineer De la Peña said that the classification area compose of cold and dry storage with an area of 159 sq. mts., then on the second floor will be bigger they extended the area to a much bigger with an area of 211.75 sq. mts. It will serve as reference storage for Virginia and burley and it also have leaf grading room. Then on the third floor with the same area are for the machines like the smoking machines. Dir. Mendiola observed that on the first up to the third floor are fairly the same as compared to fourth floor which is half constructed then the difference is only around PhP 300,000.00, Engineer De la Peña explained in detailed that on the ground floor foundation is very important structural and is concentrated, then on the following floors are extended and water proofing is notmuch needed as compared to fourth floor. Explained also in the roof deck they need to put roofing and trusses to withstand. Dir. Gacula asked Ms. Lozano on the

basis of these materials in arriving to the amount of 33 million for the laboratory equipment. Ms Lozano explained they are applying for Magna Carta of DOST when they were in the laboratory of the DOST for some inspection they found out that there was equipment that are needed and their environmental condition is not enough so they suggested to find another place, so they got an idea to construct another building. Ms. Lozano asked Engr. De La Peña and Architect Artates to make a plan. Dir. Mendiola asked Ms. Lozano if there are only one supplier. Ms. Lozano said that the smoking machine, there are only two suppliers in the Philippines, but to the other equipment there are lot of supplier. No other questions raised, the committee adjourned.

Prepared by:



RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON PERSONNEL  
ADMINISTRATION HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG.  
PANAY AVENUE, QUEZON CITY, ON JANUARY 19, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Personnel Administration**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

Dr. Cristina C. Lopez, Manager, Administrative Department

Ms. Perla Manzon, Chief, Administrative Service Division.

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Personnel Administration was presided by Dir. Jose S. Diño. The meeting is all about the Guidelines on Hiring of Plantilla Positions, Dir. Salanga asked the Chair to go back on the composition. Dr. Lopez said that at present there is a Special Order series of 2010, constituting the Selection Board of NTA and Dr. Lopez as the Chairman, Dr. Bonoan representing the Management, Mrs. Senga as representative of Rank and File for the second level, Mr. Umayam member, representative of the rank and file first level positions. Dir. Salanga observed that to quote "If the person to be promoted coming from one department, the Head should be the representative". According to Dr. Lopez even the Division Chief of the Department may do so. But according to Dir. Salanga as his desire it should be coming from the Management, explaining further, Dir. Salanga said that the interview is very subjective just like in the case of Mr. Abella he surpasses his two contender. Dr. Lopez explained that Mr. Abella's case came from other branches until assigned here, compared to other contender. Dir. Diño expecting that Dr. Lopez could submit all the positions for approval to the next Board Meeting. other concern that the Chair open-up is the study grant by the NTA relative to the degree which is five years. He asked Dr. Lopez if we could do anything about it. Dr. Lopez said that since it is a case to case basis maybe a Board Resolution could do so. Dir Gacula agreed to the idea of Dr. Lopez since it is an isolated case it is just a matter of policy. No other matters taken up the Committee adjourned.

Prepared by:



RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JANUARY 19, 2016**

**PRESENT:**

**HON. PEDRO J. MEDIOLA, JR., Committee Chairman on Trading Operations**

**HON. RODOLFO F. SALANGA.MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**


Engr. Hermogenes Galvez, Project Manager

Engr. Cesario Sambrana, Manager, Pangasinan Branch

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting Trading Operations presided by Dir. Pedro J. Mendiola, Jr. The Chair said, an information had been gathered that rampant smuggling of cigarettes and tobacco. Seeking the assistance of Dir. Gacula and Dir. Salanga to have close coordination with the Bureau of Customs and cigarette manufacturers. Dir. Gacula said that he had already discussed the matter with the Commissioner of BOC, but according to Dir. Salanga as he said the real problem is not importation but the transshipment of cigarettes and tobacco products. Atty. Ambros reported to the Management to come up with a solution he proposes to create a Anti-Illicit Task Force to look into the matter. He said that copies of the propose draft Administrative Order were already sent to the stakeholders for their comment. There was already consultative meeting conducted and there were propose measures and ask them to submit their respective position papers . the measure will be implemented by NTA with the help of private sectors with the help also of different government agencies that is the way we could seek help from the BOC and BIR. Dir. Mendiola said we will just wait for their position papers so that we can see what will be the best. Meeting adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RISK MANAGEMENT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, on February 2, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Risk Management**

**HON. PEDRO J. MENDIOLA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Risk Management by its Chairman Dir. Jose S. Diño and immediately explained the matter to nbe discussed which is the Irrigation Project in the Municipality of Ilocos Norte at this point the Chairman of the Committee requested the Legal Officer a concurrent Board Secretary to brief the Directors Member of the Committee the major concern which is the Irrigation Project at Solsona, Ilocos Norte. Dir. Salanga, Dir. Elvena and Dir. Gacula made crossed queries to the resource person in connection with what was explained by Atty. Ambros and further repercussion in an event that the project will not be taken of differed in the immediate Board Meeting. The Members of the Committee were somewhat convince the legality to immediately address the irrigation at Solsona must be approved as the project must not suffer delay and at the end the farmers in the area which will benefit the irrigation will be affected. Since the incident is similar to the irrigation project in Sinait, Ilocos Sur. Dir Gacula explained that as long as all the legal impediments will be addressed particularly official written accomplishment coming from the office of the Administrator then the deliberation and ultimately approval will be discussed during the Board Meeting. these was agreed upon by unanimous members of the Committee.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON FEBRUARY 2, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Board Audit & Finance was called to Order and presided by Dir. Rodolfo F. Salanga. The subject is Approval of the Award of the Contract for the Project: Construction of Katatangraran Small Water Impounding Project in favor of JLP Construction and Supply with the Bid amount of PhP 15,572,165.02. The Chair requested the Resource Person Ms. Laudencia to brief the Members of the Committee the requested item for approval and upon thorough and clear explanation, several members of the committee asked questions for further verification in connection with the legality and impediments in an event that the subject will be approve by the Members of the Board. Dir. Dino requested the legal Officer the Secretary of the Board if there are probable impediments in connection with what is being requested for approval and Atty. Ambros explained that all pertinent references related to the project was forwarded to the Honorable Administrator and being read to the Members of the Committee by the Secretary, after further questioning from Members of the Committee and getting satisfactory answer, it was agreed upon that the subject will be deliberated by all the Members of the Board for appropriate approval. The Committee was adjourned.

Prepared by:



RAMON R, MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON RISK MANAGEMENT, BOARD AUDIT AND LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON FEBRUARY 2, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO**, Committee Chairman on Risk management

**RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance

**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters & Properties

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

**Dr. CRISTINA C. LOPEZ**, Manager, Administrative Dept.

**Atty. Rohbert A. Ambros**, Acting Board Secretary.

**Ms. Ma. TERESA B. LAUDENCIA**, Manager, Finance Dept.

**HIGHLIGHTS**

The Board Committee Meeting started at around 2:25 PM. Present during the meeting Dir. Jose s. Diño, as Chairman of the Committee on Nomination, Remuneration and Personnel. Members are Directors Geoffrey Dg. Gacula, Pedro J. Mendiola, Jr. and Rodolfo f. Salanga.


Dir. Gacula instructed Dr. Lopez to brief all Members of the Board what transpired in the bidding of the Solsona, Ilocos Norte irrigation project, according to her as she said, that they conducted a bidding, they asked the bidders to submit a certification coming from the Mayor's Office that bidders conducted a site inspection to suffice the requirements of the Bids and Award Committee. Dr; Lopez instructed the Administrative Officer of the Pangasinan Branch Office to furnish TJ

Velasco a copy of the Pre-Bid Minutes so that they are informed on the proceedings of the bidding. Dr. Lopez explained that the TJ Velasco was not eligible the reason was TJ Velasco lack of requirement, because according to her they did not submit a site inspection certificate coming from the Mayor.

Director Rodolfo Salanga on the other hand informed Dr. Lopez that the deadline of renewal for Mayor's Permit is up to January 31 of the current year. Director Geoffrey Gacula invited the presence of Atty. Rohbert Ambros to shed light on the status of the Mayor when they approved the site inspection report of the winning bidder since the Mayor is suspended by the Sanggunian Bayan. According to Atty. Ambros during the approval of the inspection certificate the Mayor had secured a Temporary Restraining Order coming from the Office of the President, Atty. Ambros gave copies of the Temporary Restraining Order to all the Members of the Board for their reference. The date of the Certificate of site inspection was January 11, 2016 so legality of the certification is valid.

No other matters to be discussed the Chairman of the Committee moved for the adjournment of the meeting at around 4:00 in the afternoon.

Prepared and certified correct:

  
RAMON R. MUNCAL



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON FEBRUARY 2, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

Dr. Cristina C. Lopez, Manager Administrative Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. The subject was the Agenda to be approve on the next immediate Board Meeting Approval and Confirmation of the Designation of the Committee Chairperson and Members for the Disposal of the NTA properties at Tumauni, Isabela as the same Committee to Dispose the NTA property at Naguillan, Isabela. The Committee Member Director Claravall reported that the property at Naguillan was already subjected to evaluation by Private Appraiser and further inform that the property is being leased as market stores and that portions were already squatted uponas well as being center of waiting garage by tricycles and worst illegal cockfighting. In this connection there were several suggestions coming from Dir. Elvena, Dir. Dino and Dir. Mediola regarding the establishing of designation of fact-finding Committee as the area is considered within the commercial center of the town. It was agreed by the Members of the Committee that the Board will approve the designation of a task force with a Chairman for immediate compliance and submit to the Honorable Administrator result for appropriate action. with the agreement of all the Members the Committee adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RISK MANAGEMENT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, on February 16, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Risk Management**

**HON. PEDRO J. MENDIOLA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Risk Management reported to the Committee that the Mayor of Solsona, Ilocos Norte submitted a letter which was dated February 3, 2016 confirming his verbal request made on December 4, 2015 for the NTA to implement the subject project and the municipality will abide with any lawful decision and course action. The Chair ask the two legal counsel to give comment in relation to the letter for the protection of the Board in connection with the approval of the award of the contract. Atty. Ambros said that as he recalled during the last Board Meeting. The Members of the Board approved the motion to award of the contract to JLP Construction and Supply and it was subject to condition that Municipal Mayor shall confirm his previous verbal request, after which the Mayor sent his formal confirmation. Dir. Gacula asked Atty. Ambros if the authority given to NTA needs Resolution of the Sanggunian Bayan since it was only the Mayor who made the request. Atty. Ambros said that the Board amended the guidelines for the irrigation project in case the LGU cannot implement. He also said that the Resolution coming from the Sanggunian Bayan is not necessary, explained further it is just in the case of Sinait, Ilocos Sur same schema was also adopted even without formal request from the Municipality either from the Sanggunian Bayan is no longer needed. The Committee on Risk Management was satisfied with the explanations, they will recommend for the approval to the next Board Meeting. no other matters to be discussed, they move for the adjournment.

Prepared by:



RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON FEBRUARY 16, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

Dr. Cristina C. Lopez, Manager Administrative Department

**HIGHLIGHTS OF THE MEETING**

Director Geoffrey DG. Gacula Chairman of the Committee on Legal Matter & Properties was called to Order. The subject of the Committee Meeting Request for the Approval of the Amendment Draft of Compromise Agreement for the Settlement of the Case Entitled: NTA vs Heirs of Jose Tupino Jr. et al.Civil Case No. 15-134251 pending before the Regional Trial Court of Manila Branch 41. The Resource Person acting as Legal Counsel at the same time Acting Corporate Secretary explained the necessity in connection with the approval of the by Members of the Governing Board. The Chairman explained that the amended draft of the Compromise Agreement seems to have no further problem but however would like to ask further question in connection with the subject in the next Board Meeting. after several exchange of question and answer the Committee Members agreed to submit the request for the deliberation of all the Members of the Board and thereat approve the request for adjournment.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON RISK MANAGEMENT, BOARD AUDIT AND LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON FEBRUARY 16, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO**, Committee Chairman on Risk management  
**RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance  
**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters & Properties

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member  
**HON. GEOFFREY DG. GACULA**, Member  
**HON. PEDRO J. MENDIOLA**, Member  
**HON. ROGELIO A. ELVEÑA**, Member  
**HON. DANTE G. CLARAVALL**, Member  
**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

**Dr. CRISTINA C. LOPEZ**, Manager, Administrative Dept.  
**Atty. Rohbert A. Ambros**, Acting Board Secretary.  
Engr. Abraham de la Peña, Project Engineer of NTA

**HIGHLIGHTS**

The Board Committee Meeting started at around 2:10 PM. Present during the meeting Administrator Edgardo D. Zaragoza, Dir. Jose s. Diño, Director Geoffrey DG. Gacula, Pedro J. Mendiola, Jr., Rodolfo f. Salanga, Dante G. Claravall and Dir. Rogelio A. Elveña.

The Committee meeting presided over by Dir. Geoffrey DG. Gacula asked Atty. Rohbert Ambros what is the request of the management for the approval of the Honorable Members of the Board. Atty. Ambros said that, the request was the amendment of the approved budget for the contract for the project Construction of the NTA Quality Assurance Building Complex. The Chairman explained that the request was already approved by the members of the Board. Atty. Abros



explained that since there was already approval but he said, there was an adjustment in the amount and he asked Engineer Abraham to explain to the board the adjustment of the approved budget in the construction of the Quality Assurance Building Complex. Engr. Abraham explained to the Board that the adjustment was brought about by not taking into consideration of the other materials and other adjustment in construction that was not included in the program of work. Dir. Gacula asked Atty. Ambros, if there was a Terms of Reference in the change of completion from 90 days to 100 days. Atty. Ambros said that, the same Terms of Reference submitted for the original budget will be adopted except on the detailed cost estimate and number of days of completion. He also explained the proposed change in the total cost of the project to PhP 19,676,732.18.

Atty. Ambros requested also the approval of the amended Compromise Agreement for the Settlement of the case entitled NTA vs. Heirs of Jose C. Tupino Jr. et. al pending before the Regional Trial Court of Manila Branch 41. The Chairman has no objection for its approval, but the amended draft should include the one who will repossess the property will be the one to take charge for the cost of the dismantling which was not included in the draft. According to Atty. Ambros it was included in the first draft he also said that in the last mediation hearing the respondent already agreed to undertake the dismantling and recover whatever scrap materials to be recovered. There being no further comment, Dir. Diño move for the approval of the two requests in the next Board Meeting. no other matters to be discussed, Dir. Mendiola move for the adjournment of the meeting and duly seconded by the other members of the committee.

Prepared and certified correct:

  
**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON FEBRUARY 16, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. Resource person Project Engineer Abraham de la Peña was ordered by the Chairman to explain thoroughly the references coming from the Office of the Administrator the change of cost as approved by the Board in the amount of PhP 15,908,500.00 to PhP 19,676,732.18 . Dir. Mendiola and Dir. Gacula asked Engr. De la Peña how come there was an error in the change of cost of the construction of the building and Engr. De la Peña explained that it was an incident that the electricals and others were not properly noted and asked apology to the Members of the Committee as the correction of the cost passes through as corrected in the office of the Hon. Administrator and in turn forwarded to the Members of the Committee for deliberation and appropriate action. Since the explanation was done thoroughly the Members of the Committee were somehow agreed that the appropriate deliberation and if so warranted after explanation from the Chairman during the Board Meeting will be given appropriate action by the Members of the Board by which upon agreement by the Members consolidated that the subject matter will be submitted for deliberation during the Board Meeting. the meeting was adjourned.

Prepared by:



RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON: March 1, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

Dr. Cristina C. Lopez, Manager Administrative Department

Ms. Myrna Lozano, Quality assurance Chief

**HIGHLIGHTS OF THE MEETING**

Director Geoffrey DG. Gacula Chairman of the Committee on Legal Matter & Properties was called to Order. The subject matter is the Approval of the Award of Contract \$ Lots Supply, Delivery, Installation and Commissioning of Laboratory Equipment Batch 1 for the project capability enhancement for Quality Assurance in favor of WCD Int'l Trdg. Corp. Lot 1 Guillbern Corp. Lot 2, Molave Trdg. Corp. Lot 3, Exclusive Traders Inc. Lot 4. The Chair observed that the matter was not in accordance with the principle of bidding, since it was bided out on a per lot basis which as he said, violation of Procurement act. Which he said is questionable. Dir. Claravall agreed with the statement of Dir. Gacula and he will, move for its differment. Dir. Elvena on the other hand said, the company should also submit its company profile and financial statement just to make it sure that the company that we are dealing is real and capable. Dir. Gacula suggested that the equipment to be bided out should be in whole not in part.

The nest topic to be discussed is the Award of the Contract for the project Re-Invitation to Bid Security Services for NTA Offices. Just like in the previous project there are issues and concerns to be resolve. He instructed the Chairman of th Bids and Award Committee to submit necessary requirements needed and to submit also the Terms of Reference. No other matters to be discussed the Committee adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON Public Relations  
HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE,  
QUEZON CITY, ON MARCH 1, 2016.**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR., Committee Chairman on Public Relations**

**HON. RODOLFO F. SALANGA.MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

Mr. Neo Valdez, Public Relations Officer III

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Personnel Administration presided by Dir. Pedro J. Mendiola, Jr. The Chair introduced to the Committee the proposed Project for the Establishment of Hospitals for Tobacco Farmers in Regions I and II. Dir. Gacula said if the proposed project will materialized it would be a legacy of the Board. But the Administrator objected because according to him it would duplicate the mandate of the Department of Health. But Dir. Gacula defended it and said that it is only intended for farmers and their families, then according to DOH there will be no duplication since it is only intended for tobacco farmers and the funds will come from the fund of RA 4155 not from the budget of DOH. But according to Mr. Teoxon the fund from the RA 10351 otherwise known as Universal Health Care and suggested to the Board to come-up with a Resolution requesting DOH to approve the project. Dir. Salanga on the otherhand suggested that they can also lobby from the Congress to give portion from their share from excise tax collection. Dir. Claravall also suggested that the coverage should also include the beneficiaries of the tobacco farmers, trading Center and Manufacturers Employees and other cigarette vendors since they are also exposed to cigarette smoking. Dir. Gacula also suggested to include the employees of NTA. Dir. Elvena further suggested that also not only organic employees but also Jo Orders and Security. No other comment from the Committee, the Meeting was adjourned.

Prepared by:

  
RAMON R. MUNCAL



**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON LEGAL MATTERS, PUBLIC RELATIONS AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON MARCH 1, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, COMMITTEE CHAIRMAN ON LEGAL MATTER  
HON. PEDRO J. MENDIOLA, JR., COMMITTEE CHAIRMAN PUBLIC RELATIONS  
HON. JOSE S. DIÑO, COMMITTEE CHAIRMAN PERSONNEL ADMINISTRATION**

**Administrator EDGARDO D. ZARAGOZA, MEMBER  
HON. GEOFFREDG. GACULA, MEMBER  
HON. PEDRO J. MENDIOLA, MEMBER  
HON. ROGELIO A. ELVEÑA, MEMBER  
HON. DANTE G. CLARAVALL, MEMBER  
HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

**ATTY. ROHBERT A. AMBROS, Acting Board secretary  
Mr. Neyo Valdez, PRO III, Office of the Administrator  
Dr. Cristina C. Lopez, Manager, Administrative Department  
Ms. Perla Manzon, Chief, Administrative Division  
Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Department**

**HIGHLIGHTS**

- The Committee Meeting was called to Order on or about 1:45 P.M. the Chairman of the Committee on Legal Matters and Property said that there is a letter submitted by the Mayor of Solsona, Ilocos Norte dated February 3, 2016 confirming his verbal request made on December 4, 2015 for the NTA to implement the project and his Municipality will abide lawfully. The Chair directed the Board Secretary the assurance that if the Board approves the said project it will not result to legal impediment. Atty. Ambros recalled that during the last meeting of the Board of Directors there was a motion to approve the the award of the project to JLP Construction and there was a



condition that the Municipal Mayor shall confirm his previous request, Atty. Ambros said that, the Administrator communicated to Mayor De Lara and then sent his confirmation on February 3, 2016. Atty. Ambros clarified that the Board has already amended the guidelines that if the LGU cannot implement the project the NTA can take over the project, just like in the case in Sinait, Ilocos Sur project.

- Atty. Amros requested for the approval of the amended draft of compromise agreement for the settlement of the case entitled NTA vs. Heirs of Jose S. Tupino. Dir. Said that he has no objection to the subject matter and is ready for its approval on the next board meeting he only reiterated that the one who will repossess the property will be the one to take charge for the cost dismantling which was not included in the draft. Atty. Ambros said that, it was already included in the first draft, he also said that, during the mediation it was agreed upon that they will undertake the dismantling and recover whatever scrap materials.

The next topic to be discussed is the request for the amendment of the approved budget for the contract for the project construction of NTA Quality Assurance Building Complex. Engr De La Peña explained to the members of the board the adjustment made, he said that the first proposed budget he admitted that he didn't anticipated other materials and necessary adjustments in the floorings and electricals. He then said that the adjusted amount will be PHP 19,676,732.18 for the approval of the board. He also said that there was a change of in the number of days for its completion from 90 days to 100 days. Dir. Gacula asked Eng De La Peña if there is a Terms of Reference, he said there was, and it is included in the <sup>original</sup> terms of reference.

The next agenda for the approval in the next board meeting is the confirmation of new appointees to vacant plantilla positions. In the meeting, there was a discussion in the two contending applicants for the position of STPRO salary grade 18, in the discussion they found out that the applicants have equal qualifications, except in the interview conducted by the selection committee. Dir. Gacula asked Dir. Dino as the chairman of the committee on personnel for the board to conduct its own interview. Dir. Salanga suggested



that member of the board should be present during the interview made by the selection committee. Dir. Diño confirmed that he was present during the interview and he was able to hear the questions asked by the members of the committee and he said, he made no comment, he suggested that the two applicants should be present in the next committee meeting.

Dir. Diño requested to the members of the board for the repainting of the of the north wing of the NTA building. Atty. Ambros said that the cost estimate has been approved by the Hon. Administrator and just waiting for the copy of the estimate.

Dir. Mendiola on the otherhand asked Mr. Neyo Valdez if the NTA is updated in the publication of the magazines of the NTA. Mr. Valdez said that at the moment we are still updated. No other matters to be taken up dir. Mendiola then moved for the adjournment.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON PERSONNEL  
ADMINISTRATION HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG.  
PANAY AVENUE, QUEZON CITY, ON MARCH 1, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Personnel Administration**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

Dr. Cristina C. Lopez, Manager, Administrative Department

Ms. Perla Manzon, Chief, Administrative Service Division.

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Personnel Administration presided by Dir. Jose S. Diño. The Chair informed the Members of the Committee the Appointments of 5 Appointees to be confirmed, since all the applicants were already interviewed by the Members of the Board and they all pass the criteria of the selection Committee, but Dir. Gacula said that before they will confirm, the Administrator should sign it first because according to him the Administrator does not have approval yet. Dir. Claravall commented that they will be running of time since the election ban is near.

Then upon consensus of the Members the Committee suggested for its approval.

The Chairman ruled that the appointment of the applicants be approved.

Prepare by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON March 15, 2016**

**PRESENT:**

**HON. PEDRO J. MEDIOLA, JR., Committee Chairman on Trading Operations**

**HON. RODOLFO F. SALANGA. MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Legal Counsel

Ms. Maybelen B. Dictaan, Manager, Regulation Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting Trading Operations presided by Dir. Pedro J. Mendiola, Jr. The Chair said, an information had been gathered that E-Cigarette company still not applying for license with the NTA, so the Chair recommended that before he will approve for the licensing of its company needs proper verification and submission of required requirement to NTA, and subject to submission of all the documents needed so ordered. Meeting adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON MARCH 15, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Engr. Abraham de la Peña, Project Manager

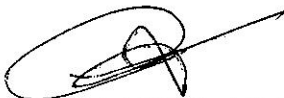
Ms. Myrna Lozano, Quality Assurance Head

Mr. Rex Antonio P Teoxon, Manager, Corporate Planning Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting was Legal Matter & Properties presided by Dir. Geoffrey. The meeting is all about the Request for Authority to Negotiate and Enter into a Amicable Settlement with Ayala Land Inc. for the Settlement of the Case ALI vs PVTA et. al CA GR No. 104668 pending before the Court of Appeals and Authority for the Vice-Chairman to sign the verification and Certification of Non-Forum Shopping in the NTSs Appellee's brief. Atty. Ambos explained to the Committee that the Ayala Land filed a case against NTA on the claim against NTA involving the property in Las Piñas but Ayala Land lost to NTA so the ALI appeal it to Court of Appeals but the court referred it to Mediation Center for possible settlement but the Mediation Center needs issuance of authority for the representatives to negotiate with ALI so the counsel seek the approval of the Board. The Chair recommend for its approval. No objection from the Members of the Committee, they recommend for the approval of the Board. The meeting adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON March 15, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA, Committee Chairman on Corporate Social Responsibilities**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Legal Counsel

Ms. Dinah E. Pichay., Manager, Internal Audir Services Department

Mr. Rex Antonio P. Teoxon, Manager, Planning Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Social Responsibilities presided by Dir. Rogelio A. Elveña Jr. The Chair reported that the scholars who will be graduating this year and some have honors the Chair suggested that they be given a n incentives something like medallion or cash rewards during their commencement exercises to show that NTA is not only for the cigarettes but also could help the beneficiaries of the tobacco farmers. Dir. Salanga suggested, it should be given a cash rewards also. The Administrator suggested that the reward should be given in Manila, and he requested for a tentative dates, probably during the graduation months. Then the suggestion was affirmed by Dir. Salanga and the Members of the Committee is agreeable. The proposal was approved by the majority of the Members of the Committee. The meeting was adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON LEGAL MATTERS & PROPERTIES, TRADING REGULATIONS AND CORPORATE RESPONSIBILITIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON MARCH 15, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA**, Committee Chairman on Corporate Responsibilities  
**HON. PEDRO J. MENDIOLA, JR.** Committee Chairman on Trading Regulations

**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters & Properties

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

**Dr. CRISTINA C. LOPEZ**, Manager, Administrative Dept.

**Ms. MAYBLEN B. DICTAAN**, Manager, Regulations Dept.

**Ms. DINAH E. PICHAY**, Manager, Internal Audit Dept.

**Atty. Everin Molina**, Deputy Administrator for Support Services

**Atty. Rohbert A. Ambros**, Acting Board Secretary

**HIGHLIGHTS**

The Board Committee Meeting started at around 2:20 PM. Present during the meeting Dir. Elveña as Chairman of Corporate Responsibilities reported to the committee that as of to date said that there are NTA scholars who will be graduating this year and telling also that some are graduating with honors, and he suggested that if NTA can reward the scholars with medallion and be given during their commencement exercises and in the long run NTA would benefit to the public. Also Dir. Salanga suggested that they should be also given a cash reward then the Administrator told the committee the award should be given in Metro Manila instead of giving it during their graduation and might be given tentatively last week of April or early May and he furtherly suggested that the





cash reward would be PhP 10,000.00 each to be charge from the corporate funds of NTA. Then no further comments the committee was adjourned then the next committee will follows.

The next committee Legal Matters and Properties which was headed by Dir. Gacula, the topic was all about the request for authority to negotiate and enter into an amicable settlement of the case Ayala Land Inc. vs. NTA pending before the Court of Appeal and authority for the vice-chairman to sign the verification and certification of non-forum shopping in the NTA's brief. Atty. Ambros brief the members of the board on the background of the case that was filed by Ayala Land against NTA Atty. Ambros said that Ayala Land lost to NTA before the Regional Trial Court Br. 275 of Las Piñas, then Ayala Land appealed to Court of Appeals and it was referred to Philippine mediation center, Atty. Ambros requested the honorable members of the board for its approval the issuance of authority for the representatives of the NTA to negotiate for the Ayala Land and that the Honorable vice-chairman to sign to the appellee's brief and to be approved on the next board meeting.

The last committee which is the Trading Regulations headed by Dir. Pedro Mendiola, Jr. the subject was the approval of the NTA Memorandum Circular No. 001 series of 2016 with the subject licensing/registration of importers/exporters/transhippers of E-cigarettes and E-liquids. Dir. Mendiola asked Atty. Ambros if NTA had studied the composition and ingredients of the said E-cigarettes and E-liquids, he said that they haven't studied it yet and he suggested that they will invite the stakeholders to explain, then Dir. Mendiola said that he will defer it for the meantime subject to further consultation with the concerned stakeholder. There being no other subject matter to be discuss, the joint committee meeting was adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RESEARCH,  
EXTENSION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup>  
FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON APRIL 5, 2016**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR., Committee Chairman on Research, Extension**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Dept.

Ms. Teresa B. Laudencia, Manager, Finance Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Research, Extension and Trading Operations called to Order. Chaired by Dir. Pedro J. Mendiola, Jr. the resource speaker Mr. Teoxon explained to the Committee the GCG Memorandum Circular 2015-06.

There was only an observation by Dir. Dante Claravall that in the Board Resolution No. 564-2016 amendments should be made instead of Performance Based Incentives should be replaced with Performance Based Bonus, no other further amendments or comments, the Committee was adjourned.

Prepared by :



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON  
RESEARCH & EXTENSION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON APRIL 5, 2016**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR.** Committee Chairman on Research & Extension

**HON. DANTE G. CLARAVALL,** Committee Chairman on Corporate Governance

**Administrator EDGARDO D. ZARAGOZA,** Member

**HON. JOSE S. DIÑO,** Member

**HON. GEOFFREY DG. GACULA,** Member

**HON. PEDRO J. MENDIOLA,** Member

**HON. ROGELIO A. ELVEÑA,** Member

**HON. DANTE G. CLARAVALL,** Member

**HON. RODOLFO F. SALANGA,** Member

**OTHERS PRESENT:**

**Dr. CRISTINA C. LOPEZ,** Manager, Administrative Dept.

**MR. REX ANTONIO P. TEOXON,** Manager, Planning Dept.

**Ms. Teresa b. laudencia,** Manager, Finance Dept.

**Atty. Rohbert A. Ambros,** Acting Board Secretary

**HIGHLIGHTS**

The Committee on Corporate Governance headed by Dir. Dante Claravall explained to the committee the necessity of repainting of the north wing of NTA Main Building and he witnessed the opening of the bids he also said that the single responsive and calculated bid was PhP 307,039.04 in favor of Shieham Construction & Enterprises he then recommended the approval on the next board meeting. the members of the committee has no objection, the committee move to the next subject for its approval which is the approval of the approval of the award of the contract for the supply, delivery, installation and commissioning of laboratory equipment for the project capability enhancement for quality assurance in favor of Exclusive Traders Inc. Lot 1, Cebu Far Eastern drug, Inc. Lot 2, Shieham Construction & Enterprises Lot 3 Grit Laboratory Furniture & Equipment Corp. Lot 4, Shieham Construction & Enterprises, Lot 5 and WCD International Trading Corp. Lot 6. Dir. Diño inquired to Atty. Ambros as to the delivery dates of the said laboratory equipment. Atty. Ambros said that it will be



undertaken immediately prior to or after the completion of the laboratory building. Dir. Gacula also inquired who will shoulder the loss of the equipment while it is still in the custody of the bidder. Atty. Ambros said that it is still in the account of the bidder and he also said that the equipment will only be transferred to NTA upon the issuance of the Certificate of Acceptance. Dir. Elveña on the other hand asked if the bidders would shoulder the maintenance of the equipment. Atty. Ambros said that the bidders will warrant the replacement and maintenance for one year period upon its acceptance. Then next was the approval of the award of contract for the construction of the Quality Assurance Building of NTA in favor of VVH Construction with single calculated and responsive bid in the amount of PhP 19,646,550.13. upon inquiry of Dir. Gacula on how the bidding process was conducted. Atty. Ambros which was one of the member of the Bids and Awards Committee, he said that there are bidders who were disqualified due to non-compliance to the criteria of the bidding process then there were some bidder who filed a motion for reconsideration but later withdrawn their protest so he said there will be no more impediments. He explained that the construction will commence after the election period. Dir. Salanga then suggested that the date of the contract should be May 10, 2016 the day after the election. Then the inquiry and recommendation was well taken the subject awards will be approved on the next board meeting.

With respect to the Research and Extension which was headed by Dir. Pedro J. Mendiola. There was only an observation by Dir. Dante Claravall that in the Resolution No. 564-2016 amendments should be made instead of Performance Based Incentives should be replaced with Performance Based Bonus, no other further amendments which was all noted by the members of the committee. The meeting was adjourned at around 4:00 PM.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE GOVERNANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON APRIL 5, 2016**

**PRESENT:**

**HON. DANTE G. CLARAVALL, Committee Chairman on Corporate Governance**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

Dr. Cristina C. Lopez, Manager, Administrative Department

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Dept.

Ms. Teresa B. Laudencia, Manager, Finance Dept.


**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Corporate Governance was called to Order by the Chairman of the Committee. The Chair recommended to the Committee for the approval of the Award of contract for the project Waterproofing and Repainting of the Northwing NTA Main Building in favor of Shieham Construction being the Single Responsive and Calculated Bid in the amount of Php 307,039.04. The Committee Members has no objection.

For the Approval of the Award of the Contracts for the Supply, Delivery, Installation and Commissioning of Laboratory Equipment for the project Capability Enhancement for Quality Assurance. Dir. Diño inquired if these equipment be available anytime upon the completion of the Building. Atty. Ambros said it would be available, since they given a certain period of time base on the contract.

For the Approval of the Award of the Contract for the project Construction of the Quality Assurance Building of the NTA in favor of VVH Construction Corporation with Single Calculated and Responsive Bid in the Amount of PhP 19,646,550.13. Dr. Lopez explained the process of bidding all other bidders did not qualify, only VVH Construction has a lowest bid and all the documents submitted were passed according to the procedures set forth. The Committee will recommend for its approval on the next Board Meeting. meeting was adjourned.

Prepared by:

  
**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON NOMINATION,  
REMUNERATION AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON APRIL 19,  
2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Nomination, Remuneration**

**HON. GEOFFREY DG. GACULA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

Dr. Cristina C. Lopez, Manager, Administrative Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Nomination, Remuneration and Personnel Administration was called to Order. Dir. Diño asked Dr. Lopez about the issued Executive Order No. 203 which was already signed by His Excellency President Benigno S. Aquino II. Dr. Lopez explained and she said, the E.O 203 is entitlement adopting a Compensation and Position Classification System (CPCS) and general index of occupational services for the GOCC sector covered by RA No. 10149. She explained Sec. V of Annex A thereof, notwithstanding the effectivity of the CPCS all GOCC's that are loosing or subsidized in their operations shall maintain their compensation framework. According to GCG, the NTA is not qualified to the CPCS, because the NTA's financial record shows a loosing corporation. Upon clarification of some NTA executives who had a meeting with Commissioner Butalid and Dir. Barcena of the GCG. Same they said that NTA is a loosing corporation. NTA employees are not qualified to the coverage of CPCS until it proves itself to be a profitable entity and be able to sustain its viability, moreover to qualify would require profitable average. For the past three years she said the NTA disclosed a loss in CY's 2014 and 2015, should make a drastic turnaround in 2016. According to Comm. Butalid to be able to be financial viable, the NTA should impose a higher fees in consonance with it's regulatory power and authority. Dir. Diño asked Dr. Lopez what plans do they have to address the situation if ever we

cannot increase profit/fees. Dr. Lopez said, if the private sector would not want to, Dr. Lopez suggested that they will get a certification coming from RA 7171 and would generate an income of 200 million. Administrator Zaragoza said he gave the private sectors 15 days within which to submit their position paper, in consonance with the increase of fees. No other matters to be discussed, the Committee adjourned.

Prepared by:

A handwritten signature in black ink, appearing to be 'RAMON R. MUNCAL', enclosed within a hand-drawn oval.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON APRIL 19, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. DIR. Claravall reported to the Committee that there are two lessees of portions of the NTA property at Tuguegarao City, he proposed to increase the rental rates of Aggabao and Morales for their lease portion of the NTA property. Also in Tuguegarao City, the Committee proposes for approval of the Board the following policies in avilment of lot award from the NTA property: should not exceed 100 sq. mts, shall be for residential purpose, valuation shall be PhP 1,800.00, contract price shall be paid on installment through salary deduction not exceeding five years, issuance of title shall be made only upon full payment of the purchase price and payment of all taxes like Capital Gains Tax, Documentary Stamp Tax, Transfer Tax, Register of Deeds fees and other miscellaneous fees. Only officials and staff which has not availed any previous lot award, all the availees shall share the cost for the subdivision survey at no expense from NTA and no improvement shall be undertaken on the lots awarded until final approval of the subdivision plan and after the signing of the Contract of Sale. After careful study on the proposed policies, the meeting was adjourned.

Prepared by:

  
RAMON B. MUNCAL



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON April 19, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

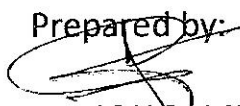
Atty. Rohbert Ambros, Acting Corporate Secretary

Dr. Cristina C. Lopez, Manager Administrative Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. The subject was the request for authority to dispose certain farm implements of the NTA-Candon Branch. Atty. Ambros reported that the Branch Manager of Candon Branch received a Audit Observation Memorandum from the Commission on Audit, according to their findings those equipment were not being used, as she said, the plan did not materialized which is intended to be use at the Tobacco Dust Processing Plant . Dir. Gacula inquired why it is not being used. According to atty. Ambros it will be used for the corporate farming in the production of raw materials. Dir. Salanga said the intention was to produce reject tobacco as a raw materials for the TDPP, also according to him the price of reject tobacco during that time was 30 pesos whole the NTA will just by it for 5 pesos per kilo it will only lead to pole vaulting, the farmer cooperators will sell their tobacco to the trading centers at higher prices. According to Atty. Ambros the Administrator issued a Memorandum Circular directing all trading centers and tobacco manufacturers not to dispose their tobacco sweepings only to NTA. Dir. Claravall suggested that instead of donating the equipment he said why not selling it as he said. The approve resolution will only be adopted to Candon Branch only and not applicable to other branches unless otherwise they will apply for authority. Dir. Elveña said that the price will be determined by the Disposal Committee to be created for the purpose. Upon consensus of the members of the committee, disposal of the equipment/supply through sale. Meeting adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE GOVERNANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON MAY 11, 2016**

**PRESENT:**

**HON. DANTE G. CLARAVALL, Committee Chairman on Corporate Governance**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

Mr. Rey Aquino, Budget Officer IV, Budget Division

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Dept.

Ms. Teresa B. Laudencia, Manager, Finance Dept.

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Corporate Governance was called to Order. Director Elveña reported to the Committee that he has a report on Reforestration Project but the report was not signed and a note was attached to the folder, it came from the Office of the Internal Audit Department headed by its Manager Ms. Dinah E. Pichay. Director Claravall noted that the information is lacking due to improper indorsement of the concerned official. Director Gacula also suggested that copies of the report should be provided to the Members of the Board and the Members should look into the authenticity of the data provided by the Internal Audit Manager. Director Diño move for the verification and suggested that in the next Committee Meeting the data must be given to all the Members of the Board. No other matters to be discussed, the meeting was adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON NOMINATION, REMUNERATION, PERSONNEL, BOARD AUDIT, FINANCE, AND LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON APRIL 19, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO**, Committee Chairman on Nomination, Remuneration and Personnel Administration

**RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance

**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters & Properties

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

**Dr. CRISTINA C. LOPEZ**, Manager, Administrative Dept.

**Ms. MAYBLEN B. DICTAAN**, Manager, Regulations Dept.

**Ms. Ma. TERESA B. LAUDENCIA**, Manager, Finance Dept.

**HIGHLIGHTS**

The Board Committee Meeting started at around 2:25 PM. Present during the meeting Dir. Jose s. Diño, as Chairman of the Committee on Nomination, Remuneration and Personnel. Members are Directors Geoffrey Dg. Gacula, Pedro J. Mendiola, Jr. and Rodolfo f. Salanga.

Director Diño asked Dr.Lopez about the issued Executive Order No. 203 which was already signed by His Excellency President Benigno S. Aquino III. Dr. Lopez explained, and she said that E.O. 203 is entitled adopting a Compensation and



Position Classification System (CPCS) and a general index of occupational services for the GOCC Sector covered by R.A No. 10149. She also explained, unfortunate Sec. V of Annex "A" thereof, notwithstanding the effectivity of the CPCS, all GOCCs that are loosing or subsidize in their operations shall maintain their current compensation framework. According to GCG, the NTA is not qualified to the CPCS because according to the financial records of NTA it shows we are loosing corporation. Upon clarification of some NTA officials, who had a meeting with Commissioner Butalid and Dir. Barcena of the GCG. The same they said that NTA as a loosing corporation. NTA employees are not qualified to the coverage of CPCS until it proves itself to be a profitable entity and will be able to sustain its viability, moreover to qualify would require a profitability average. For the past three years Dr. Lopez also said that the NTA disclosed a loss in CY 2014 & 2015, should make a drastic turnaround in 2016. According to Comm. Butalid to able to be financial viable the NTA should impose a higher fees in consonance with its regulatory power and authority. Dir. Diño asked Dr. Lopez what plans do they have to address the situation if we cannot increase profit/fees. In scenario that if private sectors would not want to, Dr. Lopez to her suggestion a certification coming from the R.A. 7171, it would generate an income of 200 Million.

Administrator Zaragoza said that he only gave private sectors 15 days within which to submit their position paper in consonance with the increase of fees.

Dr. Lopez explained also the competency framework for the agency's 2016 balance scorecard according to her the seminar to be conducted by Civil Service Commission (CSC), the training course will cost PhP 785,000.00. No other matters raised. The meeting was adjourned.

Prepared by:

  
**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON CORPORATE GOVERNANCE AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON May 11, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO**, Committee Chairman on Personnel Administration  
**HON. DANTE G. CLARAVALL**, Committee Chairman on Corporate Governance

**Administrator EDGARDO D. ZARAGOZA**, Member  
**HON. JOSE S. DIÑO**, Member  
**HON. GEOFFREY DG. GACULA**, Member  
**HON. PEDRO J. MENDIOLA**, Member  
**HON. ROGELIO A. ELVEÑA**, Member  
**HON. DANTE G. CLARAVALL**, Member  
**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**


Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Dept.  
Atty. Rohbert A. Ambros, Acting Board Secretary.  
Ms. Teresa B. Laudencia, Manager, Finance Dept.  
Mr. Reynaldo Aquino, Budget Officer IV, Budget Division

**HIGHLIGHTS**

The Board Joint Committee Meeting on Corporate Governance and Personnel Administration started at around 2:15 PM. Mr. Teoxon as one of the resource person explaining to all the members of the board, the necessity to conduct customer satisfaction by a third party for the compliance with the requirements of the Governance Commission for GOCC's, he also said, that they are going to tap the services of Ilocos Sur Polytechnic State College (ISPSC), as the third party to the said project. Director Dino responded to the explanation of Mr. Teoxon and he said, are there no other state colleges and universities who could provide services to the said project, he also said that, there are other institutions that are highly reliable in terms of teachings not to mention their expertise like the University of Northern Philippines if not the Mariano Marcos State University. Mr. Teoxon replied, and he said, that NTA had explored the possibility for the Development Academy of the Philippines since they are the one who conducted

the training in ISO Management System. However, the DAP declined for unknown reason or maybe they are already engaged to other agency so they advised NTA to secure other service provider. Director Gacula on the other hand, he don't see anything wrong in getting the services of ISPSC, he then move for the approval for the services of ISPSC. Director Claravall asked Ms. Laudencia being the Finance Manager as to the amount of the services of the said provider. Ms. Laudencia replied that the total amount needed would be PhP 670,550.00 for the whole session. There being no other matters to be tackled, the meeting was adjourned.

Prepared by:

  
**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON NOMINATION,  
REMUNERATION AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON MAY 11,  
2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Nomination, Remuneration**

**HON. GEOFFREY DG. GACULA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Nomination, Remuneration and Personnel Administration was called to Order. Dir. Diño called Mr. Teoxon as the resource person, explaining to all the member of the committee the necessity to conduct customer satisfaction be a third party for the compliance with the requirements of the Governance Commission for GOCC's, he also said that they are going to tap the services of Ilocos Sur Polytechnic State College (ISPSC), as the third party to the said project. Dir. Diño responded to the explanation of Mr. Teoxon and he said, are there no other institutions that are highly reliable in terms of teachings not to mention their expertise why choose University of Northern Philippines if not the Mariano Marcos State University. Mr. Teoxon replied he said the NTA had explored the possibility for the Development Academy of the Philippines, since they are the one who conducted the training in ISO Management System. However, the DAP declined for unknown reason or maybe they already engaged to other agency, they advise NTA to secure other service provider. Dir. Gacula on the otherhand, said he don't see anything wrong in getting the services of ISPSC, he then move for the approval for the services of ISPSC. Dir. Claravall asked Ms. Laudencia the Finance Manager the amount of the services of the said provider. Ms. Laudencia replied she said the total amount would be needed PhP 670,550.00 for the whole session. Motion approved, the meeting adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON MAY 24, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA, Committee Chairman on Corporate Social Responsibilities**

**HON. JOSE S. DIÑO, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**


**OTHERS PRESENT:**

Ms. Dinah E. Pichaya, Manager, Internal Audit Department  
Atty. Rohbert A. Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. The Chair explained to the Committee that there is an Executive Order issued and adopted a new Compensation and Position Classification System for GOCC's that the GOCC's will be subjected to evaluation and screening by the GCG , that may adopt a much higher job pay as compared to standardized salary rates fo National Government Agencies. Initially the NTA was evaluated and has consistently incurred losses for the past three years and the GCG advised NTA to retain its current compensation framework without prejudice to CPCS until such time the NTA will improve its financial capability. However, the Chair explained that they received a favorable reply from DBM, he said that the release of tobacco fund from RA 4155, DBM said it can be treated as income of NTA, with that development of NTA would qualify under the CPCS. After its presentation the resource speaker told the members of the committee the subject application for its qualification to the CPCS should be approve by the NTA Board. No other matters to be take, the committee on Board Audit & Finance is now adjourn.

Prepared by:

  
RAMON B. MUNCAL



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON MAY 24, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

Atty. Rohbert A. Ambros, Acting Board Secretary

Ms. Dinah E. Pichay, Manager, Internal Audit Department

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. The Internal Audit Department headed by its Manager Ms. Dinah E. Pichay, she explained that the existing systems and procedures in the processing of disbursement vouchers for the payment of per diems of the appointive directors in attending their committee and board meetings. She said that pursuant to the internal quality audit in relation to the NTA's application for ISO 9001-2008 certification of its Quality Management System. The Finance Department was required to strictly implement its system and procedures in the processing of disbursement vouchers. She reminded also the processing must be properly documented with the attached attendance sheet and the minutes of the meeting conducted. According to Atty. Ambros as he said, the minutes of the meeting are still subject for confirmation in the next board meeting, the subject attachments cannot be submitted on the day of the meeting. But the Finance Department suggested the issuance of Special Order for the drawing of cash advance. The finance department has already dispensed with the cash advance procedure, instead just facilitate the processing of voucher on the day of the meeting, so that they can receive their per diems on the next day, which is the day of their meeting.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON BOARD  
AUDIT AND CORPORATE SOCIAL RESPONSIBILITY HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON May 24,  
2016.**

**PRESENT:**

**HON. RODOLFO F. SALANGA**, Committee Chairman on Board Audit  
**HON. ROGELIO A. ELVEÑA**, Committee Chairman on Corporate Social  
Responsibilities

**Administrator EDGARDO D. ZARAGOZA**, Member  
**HON. JOSE S. DIÑO**, Member  
**HON. GEOFFREY DG. GACULA**, Member  
**HON. PEDRO J. MENDIOLA**, Member  
**HON. ROGELIO A. ELVEÑA**, Member  
**HON. DANTE G. CLARAVALL**, Member  
**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary.  
Ms. Dinah E. Pichay, Manager, Internal Audit Dept.

**HIGHLIGHTS**

The Board Joint Committee Meeting on Board Audit and Corporate Social Responsibilities was called to Order, the Committee Chairman presided by Directors Salanga and Elveña. The Internal Audit Department headed by its Manager Ms. Dinah E. Pichay, she explained to all Members of the Board the existing systems and procedures in the processing of disbursement vouchers for the payment of per diems of the appointive directors in attending their Committee and Board Meetings. She said that pursuant to the Internal Quality Audit in relation to the NTA's application for ISO 9001:2008 certification of its Quality Management System. The Finance Department was required to strictly implement its system and procedures in the processing of disbursement vouchers. She reminded also the processing must be properly documented with the attached attendance sheet and the minutes of the meeting conducted. According to Atty. Ambros as he said, the minutes of the meeting are still subject for confirmation in the next scheduled board meeting, the subject attachments cannot be submitted on the day of the meeting. but the



Finance Department suggested the issuance of Special Order for the drawing of Cash Advance to pay their cash advance, the Finance Department has already dispensed with the cash advance procedure, instead just facilitate the processing of voucher on the day of the meeting so that they can receive their per diems on the next day which is the day of their Board Meeting.

The Chair explained an Executive Order was issued and adopted a new Compensation and Position Classification System for GOCC's that the GOCC's will be subjected to evaluation and screening by the GCG that may adopt a much higher job pay as compared to standardized salary rates for National Government Agencies. Initially the NTA was evaluated and has consistently incurred losses for the past three years and the GCG advised NTA to retain its current compensation framework without prejudice to CPCS until such time the NTA will improve its financial capability. However, the Chair explained that they received a favorable reply from DBM, he said that the releases of Tobacco Fund from RA 4155, DBM said it can be treated as income of NTA. With that development the NTA would qualify under the CPCS. After its presentation the resource speaker told the members of the board the subject application for its qualification to the CPCS should be approve by the NTA Board. No other matters to be discussed, the meeting was adjourned on or about 3:30 PM.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON BOARD  
AUDIT & FINANCE CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA  
BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON  
JUNE 7, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA**, Committee Chairman on Corporate Social  
Responsibilities

**RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Ms. Teresa B. Laudencia, Manager, Finance Department

Atty. Rohbert A. Ambros, Acting Board Secretary.

Mr. Reynaldo Aquino, Budget Officer V, Budget Division

Mr. Antonio P. Teoxon, Manager, Corporate Planning Department

Dr. Roberto R. Bonoan, Manager, FTSD

**HIGHLIGHTS**

The Board Committee Meeting on Corporate Social Responsibilities had started at around 2:15 PM. Chaired by Dir. Rogelio A. Elveña. Mr. Teoxon who is the resource speaker explained to the Committee the Fuelwood Marketing Agreement between the NTA and the Universal Leaf Phil. Inc. and the Board was satisfied with the explanation of the Resource person, but there are some inclusions that to be incorporated to the agreement. The commitment to purchase the total farmers fuelwood harvest estimated at 1,800 hectares subject to verifications between NTA and ULPI. That the buying price of fuelwood from the contracted farmers should be the market prices within the locality but not less than PhP 650.00 per cubic meter and also to include the Farmer-Cooperators as signatories to the FMA.


Another topic that was tackled was the Tobacco Dust Distributorship Agreement (Renewal) between NTA and Mr. Renato De La Cruz. The Board

only requires that the distributor must post a performance bond to answer to his postdated checks that he issued and also to guarantee his purchase commitment of 15,000 bags. Dir. Elveña suggested that the distributor should also submit his DTI Certificate of Registration. There being no other comment from the Members of the Board, they have approved it in principle.

Atty. Ambros informed the Members of the Board the necessity of approving the board appraisal system in compliance with the requirements of the GCG, he also said that the subject compliance is necessary for the NTA's entitlement to the grant of PBB and PBI, then the Board immediately adopted its appraisal system. On the otherhand, upon inquiry of Dir. Claravall on the effect of the ineligibility of the Members of the Board for the grant of CY 2014 PBI. Based on the letter of GCG Atty. Ambros said that the GCG insists for the NTA to pay first the dividend to the National Treasury. Dir. Gacula asked Ms. Laudencia how the DOF arrived with their computation amounting to 38 million, then Ms. Laudencia said that she will communicate with DOF regarding the said amount. She also said that if the DOF insists that we should pay the said amount, the NTA can use the RA 4155 for the purpose. Realignment/Amendment of FY 2016 Corporate Operating Budget. Ms. Laudencia explained that the Board approved the amount of PhP 1,398,785,000.00 the total COB for CY 2016 there was a previous Board Resolution No. 541-2016. She explained that in view of the developments it should be amend the COB that includes the actual beginning balance/carry over funds, realignment of some funds to other items adjustment on the amounts of payables and investment outlay expenditures, which will entail a reduction of the COB by PhP 27,712.00 a total reduced budget of PhP 1,371,073,000.00. There being no questionS on the reduction the committee recommend for its approval on the next Board Meeting.

No other matters to be taken up, the joint committee move for the adjournment.

Respectfully submitted:



RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JUNE 7, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA, Committee Chairman on Corporate Social Responsibilities**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Legal Counsel

Dr. Roberto Bonoan, Manager, Internal Audir Services Department

Mr. Rex Antonio P. Teoxon, Manager, IRD Department

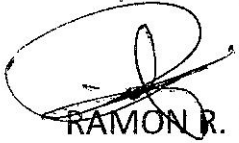
**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Social Responsibilities presided by Dir. Rogelio A. Elveña. Mr. Teoxon the resource speaker explained to the committee the Fuelwood Marketing Agreement between the NTA and Universal Leaf Phil. Inc. after the explanation Members of the Committee was satisfied with the explanation based on the draft agreement, but there are some inclusions to be incorporated to the agreement. The commitment to purchase the total farmers fuelwood harvest estimated an area of 1,800 hectares subject to verifications between NTA and ULPI. That the buying price of fuelwood from the contracted farmers should be the market prices within the locality but not less than PhP 650.00 per cubic meter and also to include the farmer-cooperators as signatories to the FMA.

The Tobacco Dust Distributorship Agreement (Renewal) between NTA and Mr. Renato de la Cruz. The Committee only requires that the distributor must post a performance bond to answer to his post dated checks that he issued to guarantee his purchase commitment of 15,000 bags. Dir. Elveña suggested that the distributor should also submit his DTI Certificate of Registration. There being no other comment from the Members of the Committee, they have

approved it in principle. No other matter matters to be taken-up the committee was adjourned.

Prepared by:

A handwritten signature in black ink, appearing to be 'RAMON R. MUNCAL', written over a circular scribble.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JUNE 7, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

Atty. Rohbert A. Ambros, Acting Board Secretary

Mr. Reynaldo Aquino, Budget Officer IV, Budget Division

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. Atty. Ambros informed the Members of the Committee the necessity of approving the Board Appraisal System in compliance with the requirements of GCG, he also said that the subject compliance is necessary for the NTA's entitlement to the grant of PBB and PBI. Then, the Committee move for the immediate adoption of appraisal system. On the otherhand, upon inquiry of Dir. Claravall on the effect of the ineligibility of the Members of the Board for the grant of CY 2014 PBI. Based on the letter of GCG, Atty. Ambros said that the GCG insists for the NTA to remit first the dividend to the National Treasury. Dir. Gacula asked Ms. Laudencia how the DOF arrived with their computation amounting to 38 million, then Ms. Laudencia said that she will communicate with DOF regarding the said amount. She also said that, if the DOF insists that we should remit the said amount, the NTA can use the RA 4155 for the purpose. Realignment/amendment of FY 2016 Corporate Operating Budget. Ms. Laudencia explained that the Board approved the amount of PhP 1,398,785,000.00 the total COB for 2016 there was a previous Board Resolution No. 541-2016. She explained that, in view of the developments it should amend the COB that includes the actual beginning balance/carry over funds, realignment of some funds to other items adjustment on the amount of payables and investment outlay expenditures, which will entail a reduction of the COB by PhP 27,712.00 a total reduced



budget of PhP 1,371,073,000.00. There being no questions on the reduction the Committee recommend for its approval on the next Board Meeting. no other matters to be taken-up, the Committee Meeting move for the adjournment.

Prepared by:

A handwritten signature in black ink, appearing to be 'RAMON R. MUNCAL', written over a circular stamp or mark.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RESEARCH,  
EXTENSION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup>  
FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JUNE 21, 2016**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR., Committee Chairman on Research, Extension**

**HON. DANTE G. CLARAVALL.MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Mr. Germogenes A. Galvez, Plant Manager, Tobacco Dust Plant

Mr. Rogelio M. Andrada, Plant Engineer, Tobacco Dust Plant

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Research, Extension and Trading Operations called to Order. Chaired by Dir. Pedro J. Mendiola, Jr. the resource speaker Mr. Galvez and Engineer Adrada, reported to the Committee the projected profitability analysis for 2016 of the Tobacco Dust production project. The said report as he said serve as a baseline reference in the next review of the profitability of the tobacco dust production project. The sales of TD Plus according to him, the resumption of the TDPP was only operational year 2012 was only minimal in terms of sales and it was only 2015 to be operational and significant volume of TD Plus were bought by fishpond operators of Pangasinan. He said, to be able to sustain the momentum of its growth it is accorded to its second year of project development for the year 2016. Mr. Galvez requested that the price of PhP 120.00/bag be adopted, for establishment and it would be TD Plus distributor to extend promotional price to effect further a more rapid penetration of the product to other areas, he site some areas like Zambales, Bataan and Quezon Province. He further explained that they will only expend marginal cost in advertising, he devoted 20 to 30 percent for the annual budget of advertising cost during the first and second year of operations.

Dir. Salanga asked Mr. Galvez if he includes the depreciation cost like depreciation in machineries, building, motor vehicle and furniture and fixtures, because as he said in his presentation realized a minimal income, and also the Administrative Expenses it should be included, Dir. Salanga also said that of the

total sales less the general expenses there would be no income because in his first presentation he does not include the depreciations that is why Dir. Salanga told him there is an income. Dir. Salanga instructed him to prepare a more detailed report. Mr. Galvez replied, he will do so as instructed, he will submit it in the next committee meeting. there being no other matter to be taken-up, the meeting was adjourned.

Prepared by:

A handwritten signature in black ink, appearing to be 'Ramon R. Muncal', written over a horizontal line.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RISK MANAGEMENT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON JUNE 21, 2016**

**PRESENT:**

**ADMIN. EDGARDO D. ZARAGOZA, Chairman on Risk Management**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

**ATTY. ROBERT A. AMBROS, Acting Board Secretary & Legal Counsel**

Mr. Hermogenes A. Galvez, Plant Manager, Tobacco Dust Plant

Mr. Rogelio Andrada, Plant Engineer, Tobacco dust Plant

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Risk management was presided by Administrator. Edgardo D. Zaragoza, with documental references received by the Members of the Committee and including 100% of the Members of the Board present, deliberation on the pros and cons was implemented, it was centered on Board Resolution No. 591-2016 and to quote Be it resolved as it is hereby resolved, that the NTA Governing Board, through a referendum, hereby approves the NTA proposed Job Leveling/Position Classification in compliance with the requirements of the Governance Commission for GOCC's, in connection with the initial approval by the said office of the NTA's request for the application of the Compensation and Position Classification System (CPCS) pursuant to Executive Order No. 203 dated March 22, 2016. In related to the subject, will now be subjected to its approval. There being no other comment, the Committee move for its approval.

Prepared by:



RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON RISK MANAGEMENT, BOARD AUDIT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON JUNE 21, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO**, Committee Chairman on Risk Management

**HON. RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Hermogenez A. Galvez, Project Manager, Tobacco Dust Plant.

Atty. Rohbert A. Ambros, Acting Board Secretary.

Mr. Rogelio M. Andrada, Staff, Tobacco Dust Plant.

**HIGHLIGHTS**

The Board Committee Meeting on Risk Management started at around 2:15 PM. Chaired by Dir. Jose S. Diño. With documental references received by the Members of the Committee and including 100% of the Members of the Board present, deliberation on the pros and cons was implemented it was centered on Board Resolution Number 591-2016 and to quote Be it Resolved As it Is Hereby Resolved, that the NTA Governing Board, through a referendum, hereby approves the NTA proposed Job Leveling/Position Classification in compliance with the requirements of the Governance Commission for GOCC's GCG in connection with the initial approval by the said office of the NTA's request for the application of the Compensation and Position Classification System (CPCS) pursuant to Executive Order No. 203 dated March 22, 2016. In the view of the said Board Resolution, there was a consensus that the Agenda related to the subject will now be subjected to its approval. The Committee was adjourned thereat and the Committee on Board Audit follows. Mr. Hermogenez Galvez and Rogelio Andrada reported to the Committee the

projected profitability analysis for 2016 of the Tobacco Dust Production Project. The said report as he said will serve as a baseline reference in the next review of the profitability of the tobacco dust production project. The sales of TD Plus according to him the resumption of the TDPP was only operational year 2012, was only minimal in terms of sales and it was only 2015 to be operational and there significant volume of TD Plus were bought by fishpond operators of Pangasinan.

He said that to be able to sustain the momentum of its growth that is accorded to its second year of project development for the year 2016. Mr. Galvez requested that the price of PhP 120.00/bag be adopted for establishment and would be TD Plus distributor which will serve as an extended promotional price to effect further a more rapid penetration of the product to other areas, as he site some areas like Zambales, Bataan, and Quezon Province. He further explained that they will only expend marginal cost in advertising, he devoted 20 to 30 percent for the annual budget to advertising cost during the first and second year of operation.

Dir. Salanga asked Mr. Galvez if he includes the depreciation cost like depreciation in machineries, building, motor vehicle and furniture and fixtures, because as he said in his presentation they realized a minimal income. And also, the administrative Expenses, Director Salanga further said that of the total sales less the general expenses if there would be income because according to Dir. Salanga in the first presentation of Mr. Galvez he does not include the depreciations that is why Dir. Salanga told him there is an income according to Dir. Salanga, he must prepare a more detailed report. Mr. Galvez said that, in the next Committee Meeting he will prepare for another one. The committee meeting was differed for the next committee meeting. There were no other questions, the meeting was adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR, NTA BLDG. PANAY AVENUE, QUEZON CITY, ON AUGUST 16, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

Atty. Rohbert A. Ambros, Acting Board Secretary

Mr. Reynaldo Aquino, Budget Officer IV, Budget Division

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. Upon the presentation of the resource speakers, the management is requesting for the board approval of its request to the Department of Budget and Management for supplements budget for Personal Services and concomitant amendment of FY 2016 Corporate Operating budget. The requested amount of 50 Million will be for the remaining months up to and until December of 2016, it was also said that at present the Agency has 49 Billion on the account of RA 4155. At present the COB for FY 2016 amounting to PhP 1,371,073,000.00 it includes the realignment of the allocation for the renewable energy project of PhP 90 Million to Personal Services PhP 25 Million and MOOE PhP 65 Million. But the DBM denied the realignment of the 25 Million for PS as of June 2016. NTA further needs an additional amount of 25 Million for PS for July to December, due to the shortfall of collection, the reason of which caused by continuing occurrence of El Niño in the tobacco growing regions, then the resource speaker NTA requested to DBM a Supplemental Budget for PS in the amount of 50 Million which will be charged against NTA Tobacco Fund/Special Account pursuant to RA 4155. Mrs. Laudencia requested the Board for its approval.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON AUGUST 16, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA, Committee Chairman on Corporate Social Responsibilities**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Legal Counsel

Mr. Rex Antonio P. Teoxon, Manager, IRD Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Social Responsibilities presided by Dir. Rogelio A. Elveña. The Speaker requested to the Committee for its approval the opening of checking account with Banco de Oro for the NTA AgriPinoy Meat Products and designation of authorized signatories to the said checking account. Dir. Gacula explained that the NTA is a Government Agency and is mandated to utilized government financial institutions, he also said considering that there is a necessity to open the account to maintain the marketing ties with Ever Supermarkets, he suggested that the NTA should first seek approval from the Department of Finance.

Mrs. Laudencia explained also to the committee the application of the portion of the NTA Special Account for the payment of Annual Dividends as determined by the Department of Finance pursuant to sec. 5 of RA No. 7656 (Dividend Law) after the clarification made with DOF it was assessed a total amount of P 673,247,788.00 representing the dividend due to the National Government incurred by NTA from CY's 1998 to 2014. Then after the clarification and submissions of prior years audited Financial statements. Mrs. Laudencia said that the subject dividend was reduced by the DOF to Php 38,107,967.00., explained



further that the NTA has an existing Special Account pursuant to RA 4155 which is a share from tobacco excise tax collections which as of to date has a total balance of PhP 46.539 Billion then the NTA intends to apply the amount of PhP 38,107,967.00 from the said tobacco funds for the payment of the said dividends. The committee move for the approval of the matter to the next Board Meeting. the meeting was adjourned.

Prepared by:



RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON BOARD  
AUDIT & FINANCE and CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA  
BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON  
AUGUST 16, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA**, Committee Chairman on Corporate Social  
Responsibilities, Public Relations and Public Security

**RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary.

Ms. Ma. Teresa Laudencia , Manager, Finance Department

Mr. Reyanaldo Aquino, Budget Officer V, Budget Division

**HIGHLIGHTS**

The Board Committee Meeting on Board Audit & Finance started at around 2:15 PM. Chaired by Dir. Rodolfo F. Salanga. Upon presentation of the resource speakers the management is requesting for the Board approval of its request to the Department of Budget and Management for Supplemental Budget for Personal Services and Concomitant Amendment of FY 2016 Corporate Operating Budget. The requested amount of 50 Million will be for the remaining months up to and until December of 2016 it was also said that at present the Agency has 49 Billion on the account. At present the COB for FY 2016 has the total amount of PhP 1,398,785,000.00. it was also explained that on June 6, 2016 the Governing Board approved to amend the COB with a reduced amount of PhP 1,371,073,000.00 it includes the realignment of the allocation for the renewable Energy Project of PhP 90 Million to PS, PhP 25 Million and MOOE PhP 65 Million.

But the DBM denied the realignment of the 25 Million for PS AS OF June 2016, NTA further needs an additional amount of 25 Million for PS for July to December, due to the shortfall of collection which is cause by continuing occurrence of El Niño in the tobacco growing regions, then the resource speaker said that the NTA request to DBM a Supplemental Budget of for PS an amount of 50 Million which will be charged against NTA Tobacco Fund/Special Account. pursuant to RA 4155. Mrs. Laudencia requested the Board for its approval.

The Speaker requested also to the Board for its approval the Opening of Checking Account with Banco De Oro for the NTA AgriPinoy Meat Products and Designation of Authorized Signatories to the said Checking Account. Dir. Gacula explained that the NTA is a Government Agency and is mandated to utilized government financial institutions, he also said considering that there is a necessity to open the account to maintain the marketing ties with Ever Supermarkets, he suggested that the NTA should first seek approval from the Department of Finance.

The Finance Department headed by Mrs. Laudencia explained to the Committee the Application of the portion of the NTA Special Account for the payment of Annual Dividends as determined by the Department of Finance pursuant to section 5 of RA No. 7656 (Dividend Law). After the clarification made with DOF it was assessed a total amount of PhP 673,247,788.00 representing the dividend due to the national government incurred by NTA from CY's 1998 to 2014. Then after clarification and submissions of prior years audited financial statements, Mrs. Laudencia said that the subject dividend was reduced by the DOF to PhP 38,107,967.00. explained further that the NTA has an existing Special Account pursuant to RA 4155 which is a share from tobacco excise tax collections which as of date has a total balance of PhP 46.539 Billion, as she said, then the NTA intends to apply the amount of PhP 38,107,967.00 from the said tobacco funds for payments of the said dividends and for the approval of the Members of the Board on the next Board Meeting. no other matters to be taken, the committee meeting was adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON AUGUST 25, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. THE Chair called on Dr. Lopez to explain the necessity of conducting public bidding for the procurement of Petroleum Products. Dr. Lopez explained that the procurement of petroleum products is for the use of NTA Central Office and Branch Offices official vehicles with approve budget of PhP 3,020,000.00. she said that the contract of the previous supplier had already lapsed, so they have to look for another supplier. Dir. Mendiola move for its approval.

Request for the conduct of bidding for the procurement of raw materials needed to operate the feed mill with approved budget of PhP 2,630,558.80. administrator Zaragoza explained that the necessity of the procurement of raw materials for the operation of the feed mill since it has already gone testing. The plant will be on a trial basis only to determine the Return of Investment, he also said that the volume of raw materials is less than the maximum capacity of the feed mill equipment, the costing of the produce might be higher than the commercial price of feeds. The management will evaluate the initial production if NTA will proceed with full operation. Since questions being asked the committee recommended for its approval. No other matters to be taken up, the committee meeting adjourned.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON AUGUST 25, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary  
Dr. Cristina C. Lopez, Manager Administrative Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. the topic is all about the Award of Contract for Security Services. Atty. Ambros explained, to the Committee Members as he recalled in 2013 the Board approved the conduct of public bidding, there was a consultation between the PADPAO, OGCC, COA and the Procurement Board, Atty. Ambros said that there was a conflicting opinion from the said agencies, the Bids and Awards Committee declared a failure of bidding. Dir. Gacula recommend to the committee to conduct another round of public bidding. Dir. Elveña on the otherhand, said that the PADPAO who issued the rate was from the present rate he said it should be collegial group of security agencies. Dir. Claravall suggested also to go to OGCC for its opinion instead of PADPAO. Dir. Elveña also suggested that all security agencies should conduct a drug testing to be qualified in the bidding and it should be one of the requirements. No other matters to be discussed. The committee meeting was adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE GOVERNANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON AUGUST 25, 2016**

**PRESENT:**

**HON. DANTE G. CLARAVALL, Committee Chairman on Corporate Governance**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Corporate Governance was called to Order by the Chairman of the Committee. Dir. Gacula suggested to the Committee on Property Disposal that the property in Montalban, Rizal needs to undertake public bidding process. Dr. Lopez said that Atty. Molina has been designated to handle the negotiations. Dr. Lopez also explained that if they restructure the loan with Philippine Deposit and Insurance Corporation. It is possible that the interest rate will go down from 7% down to 4% according to Mrs. Lopez. Dir. Gacula suggested that there should be position first before exploratory talk with PDIC. Dr. Lopez is eyeing for the RA 4155 to pay for the debt of NTA with regards to housing project, in which the amount of 30 Million for principal housing loan and 22 Million from tobacco trading operations.

The Acting Board Secretary reported that prior to the Board Meeting. BAC conducted a Pre-Procurement Plan on the subject procurement of medical check-up for all regular and job order employees. He said that in the initial canvass the total amount of PhP 560,000.00 which needs public bidding , he said that Dr. Lopez conducted a further canvass gathered from the Department of Health an accredited health provider which offer services as low as P 380.00 which was estimated at 297,000.00 which does not need public bidding but only requires posting of notice with the PhilGeps and canvass from at least six accredited service providers. There was a motion for its approval on the next Board Meeting. the meeting was adjourned.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON LEGAL MATTERS, CORPORATE GOVERNANCE AND BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON AUGUST 25, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters  
**HON. RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance  
**HON. DANTE G. CLARAVALL**, Committee Chairman on Corporate Governance

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary.

Dr. Cristina C. Lopez , Manager, Administrative Department

**HIGHLIGHTS**

The Board Joint Committee Meeting on Legal Matters, Corporate Governance and Board Audit & Finance was called to Order it started at around 2:00 PM. Chaired by Directors. Geoffrey DG. Gacula, Dante G. Claravall and Rodolfo F. Salanga. The first Committee was all about the Award of Contract for Security Services. Atty. Ambros explained to the committee members as he recalled in 2013 the Board approved for the conduct of Public Bidding, there was a consultation between the PADPAO, OGCC, COA and Procurement Board, Atty. Ambros said that there was a conflicting opinion from the said agencies so the Bids and Awards Committee declared a failure of bidding. Dir. Gacula recommended to the committee to conduct another round of public bidding. Dir. Elvena on the other hand said that the PADPAO who issued the rate was from the present rate he said it should be collegial group of security agencies. Dir. Claravall suggested to go to OGCC for its opinion instead of PADPAO. Dir. Elvena also suggested that all security agencies

should conduct a drug testing to be able to qualify for bidding as one of the requirements.

Dir. Gacula suggested that the property in Montalban, Rizal needs also a bidding process. Dr. Lopez said that Atty. Molina has been designated to handle the negotiations. Dr. Lopez also explained that if they restructure the loan with PDIC it is possible that the interest rate will go down from 7% - 4%. Dir. Gacula suggested that there should be position first before exploratory talk with PDIC. Dr. Lopez is eyeing for the RA 4155 to pay for the debt of NTA with regards to housing project in which the amount of 30 million for principal housing loan and 22 million from tobacco trading operations.

The Acting Board Secretary reported that prior to the Board Meeting. BAC conducted a Pre-Procurement Plan on the subject procurement of medical check-up for all regular and job order employees. He said that in the initial canvass the total amount of PhP 560,000.00 which needs public bidding he said that Dr. Lopez conducted a further canvass gathered from the Department of Health an accredited health provider which offers services as low as 380.00 which was estimated at PhP 297,000.00 which does not need public bidding but only requires posting of notice with the PhilGeps and canvass from at least six accredited service providers. There was a motion for its approval on the next Board Meeting.

Dr. Lopez explained to the Members of the Committee on the necessity of conducting a public bidding for the procurement of Petroleum Products for the NTA Central Office and Branch Offices Official Vehicles with an Approved Budget of PhP 3,020,000.00. upon motion of Dir. Mendiola that there is a necessity and it also goes through public bidding, he moves that he will recommend it on its approval on the next Board Meeting. There being no other matters to be discussed. The joint committee meetings was adjourned.

Prepared by:

  
**RAMON R. MUNCAL**



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON BOARD AUDIT & FINANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER 11, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA, Committee Chairman on Board Audit & Finance**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Ma. Teresa B. Laudencia, Manager, Finance Department

Atty. Rohbert A. Ambros, Acting Board Secretary

**HIGHLIGHTS OF THE MEETING**

The Chairman of the Committee on Board Audit & Finance Dir. Rodolfo F. Salanga called to Order. Atty. Ambros reported to the Committee, he said that the NTA is qualified for a Supreme court refund for its several Service Identification Numbers pursuant to the decision of the Supreme Court and Order of the Energy Regulatory Commission, the amount of PhP 283,261.21 are subject to refund. As a government entity, MERALCO requires the designation of an authorized representative to claim the subject SC refund and to sign the waiver and quitclaim. The committee move for the designation of the Administrator as authorized representative of NTA.

Claims against the Estate of the late Sylvia Chua. Dir. Gacula inquired Atty. Ambros on the status of the properties of the Late Ms. Chua. Atty. Ambros informed the committee that he and Atty. Viernes are now preparing the draft of Petition for the Settlement of Estate, he also informed the body that some of the properties were already transferred to some of her heirs, but some are still in her name. he said that the petition will be filed in 2017. Considering that the filing fee will come from the Corporate Operating Budget for 2017. The committee has no other questions nor comment. They move for the adjournment of the meeting.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE GOVERNANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER 11, 2016**

**PRESENT:**

**HON. DANTE G. CLARAVALL, Committee Chairman on Corporate Governance**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Dept.

Ms. Teresa B. Laudencia, Manager, Finance Dept.

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Corporate Governance was called to Order by the Chairman of the Committee. The Chair informed the body that there are concern employees of the NTA Cagayan Branch Office on the provision of the resolution approving their request for the availment of the Housing Project in Tuguegarao, Cagayan. The employees are questioning one of the conditions that the construction of the house will be done only upon the execution of the Contract of Sale which according to the will only be executed after 5 years after full payment of their amortizations. According to Atty. Ambros he clarified that the prohibition was with respect to the approval of the subdivision plan just to prevent from any encroachment as the technical description will only available upon approval of the subdivision plan he also said that the Contract of Sale shall be executed immediately upon approval of the plan after which employees can commence the construction of the houses. The NTA will just execute the Deed of Absolute Sale after full payment of the amortizations and can already process the transfer of the title to their names subject to payment of the required taxes. The Committee was clearly briefed on the matter. The committee move for the adjournment.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON OCTOBER 11, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

Dr. Cristina C. Lopez, Manager Administrative Department

Atty. Everin F. Molina, Deputy Administrator for Support Services

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. Atty. Ambros explained to the Committee that there was information based on the interview to the Secretary of Health by CNN, according to Secretary Ubial there is a draft Executive Order adopted to the local ordinance of Davao City, designating smoking areas within the city. Stated further, that the EO will only direct the Local Government Units to adopt ordinance to designate certain smoking areas. She further said that the establishment owners will be the ones to be subjected to fines and penalties and not the smokers. The Committee Members asked for a copy of the draft EO. According to Atty. Ambros, it is not available yet. The Chair ruled that, we will just wait for the signed Executive Order after which we could comment on it. The Committee differed the matter subject to the availability of the Executive Order.

The Chair inquired Atty. Ambros why despite of several invitation to the contractor of the Quality Assurance Laboratory Building, still failed to appear before the Committee. He proposes that the contractor must be declared in default and will require them to show cause and their performance bond be forfeited. Director Diño plans to invite the executives in-charge, to explain to the committee the matters regarding the delay in the construction of the building. Based on the observation, the committee will just wait for the invited

persons to appear before them. No other matter to be discussed, the meeting was adjourned.

Prepared by:

A handwritten signature in black ink, appearing to be 'RAMON R. MUNCAL', written over a large, stylized circular flourish.

RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON BOARD  
AUDIT, LEGAL MATTERS AND CORPORATE GOVERNANCE HELD AT NTA  
BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON  
OCTOBER 11, 2016**

**PRESENT:**

**HON. RODOLFO F. SALANGA**, Committee Chairman on Board Audit & Finance  
**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters  
**HON. DANTE G. CLARAVALL**, Committee Chairman on Corporate Governance

**Administrator EDGARDO D. ZARAGOZA**, Member  
**HON. JOSE S. DIÑO**, Member  
**HON. GEOFFREY DG. GACULA**, Member  
**HON. PEDRO J. MENDIOLA**, Member  
**HON. ROGELIO A. ELVEÑA**, Member  
**HON. DANTE G. CLARAVALL**, Member  
**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Teresa B. Laudencia, Manager, Finance Department  
Atty. Rohbert A. Ambros, Acting Board Secretary.  
Atty. Everin F. Molina, Deputy Administrator for Support Services  
Dr. Cristina C. Lopez, Manager, Administrative Department  
Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Department

**HIGHLIGHTS**

The Board Committee Meeting on Board Audit, Legal Matters and Corporate Governance started at around 2:15 PM. Chaired by Directors Salanga, Gacula and Claravall. Atty. Ambros explained to the Committee there was information that there was an interview to the Secretary of the Department of Health by CNN, according to Secretary Ubial there is a draft Executive Order adopted to the local ordinance of Davao City designating smoking areas within the city. Stated further that the EO will only direct the Local Government Units to adopt an ordinance to designate certain smoking areas. Further said that the establishment owners will be the ones to be subjected to fines and penalties



and not the smokers. The committee said that will just wait for the Executive Order to be signed and take comment later on.

Dir. Gacula inquired Atty. Ambros why despite of several invitation to the contractor of the Quality Assurance Laboratory Building still failed to appear. Dir. Gacula proposed that the contractor must be declared in default and will require them to show-cause and their performance bond be forfeited. Director Dino plans to invite the executives in-charge to explain to the committee the matters regarding the delay in the construction of the building.

Regarding the recent Typhoon Lawin, Dir. Dino instructed the Board Secretary to call the Branch Managers in the Regions where the hardly hit by the typhoon and instruct them to submit reports on the extent of damages caused by the recent super typhoon, and be ready before October 27. Dir. Claravall suggested that the reports should also include WS Rice 2016, KPP bamboo and three modules IFOIGAP-TCGS, seedbeds and curing barns, he also suggested that the Branch Offices of Isabel and Cagayan be exempted from the deadline of submission of the reports the reason as he said was there still no electricity and communication in the province. Dir Elvena suggested also to add in the notice to the branches their suggestions on how the NTA can help in the affected areas. There being no other matters to discussed members moved for the adjournment.

Prepared by :

  
RAMON R. MUNCAL

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON CORPORATE SOCIAL RESPONSIBILITIES, RESEARCH & EXTENSION AND LEGAL MATTERS HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON OCTOBER 20, 2016**

**PRESENT:**

**HON. ROGELIO A, ELVENA**, Committee Chairman on Corporate Social Responsibilities

**HON. GEOFFREY DG. GACULA**, Committee Chairman on Legal Matters

**HON. PEDRO J. MENDIOLA, JR.**, Committee Chairman on Research & Extensions

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary.

**HIGHLIGHTS**

The Board Committee Meeting on Corporate Social Responsibilities, Legal Matters and Research & Extension called to Order on or about 2:00 PM, during the discussion the presiding officer said that the Board needs the complete report of the different Branches on the extent of damages caused by the typhoon as it was discussed in the last Committee Meeting, there was a suggestion made by Dir. Elvena that the report should include the damages on rice production and tobacco seedbedding in addition to the damages in curing barns and the KPP project, and other NTA facilities. The Chairman of the Committee is planning to request the Vice-Chairman/Administrator to issue a Memorandum to the Branch Offices regarding the matter. Director Mendiola wants it to be differed until the submission of their complete damage reports.



YEB should not be earlier than November 15. Dr. Lopez explained that the matter was an appeal by the NTA employees in view of damages caused by typhoon Lawin, she also said that the Civil Service allowed a 50% monetization accrued leave credits. no further question asked, the meeting was adjourned.

Prepare by:

  
RAMON R, MUNCAL



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER 20, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters & Properties**

**ADMIN. EDGARDO D. ZARAGOZA. MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. The Chair said the during the last meeting there was a discussion in connection with the delays in the construction of the building he said that despite of repeated invitation failed to appear. The Chair move for that the contractor be declared in default and require them to show-cause and their performance bond to be forfeited.

Atty. Ambros requested the Chairman of the Committee on Legal matters to approve the Compromise Agreement for the Settlement of the Case Entitled NTA vs. Heirs of Juan Agoo represented by Nestor Agoo & Ramon Agoo Civil Case No. 15-134251, Pending before Regional Trial Court of Manila Branch 51. The Chair informed the body that the subject matter was already discussed during the last meeting on Legal Matters in which all the Members already agreed and approved. The Chair move for its approval. The meeting was move for the adjournment.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RESEARCH,  
EXTENSION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup>  
FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER 20, 2016**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR., Committee Chairman on Research, Extension**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Mr. Germogenes A. Galvez, Plant Manager, Tobacco Dust Plant

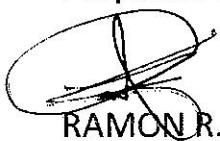
Mr. Rogelio M. Andrada, Plant Engineer, Tobacco Dust Plant

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Research, Extension and Trading Operations called to Order. Chaired by Dir. Pedro J. Mendiola, Jr. the resource speaker Atty. Rohbert A. Ambros explained that the information that the draft EO expanding the No Smoking Areas throughout the country is about to be signed by President Duterte came from the website of CNN Philippines. The Appointive Members of the Board were informed in the previous meeting that the DOH Secretary was heard over the Radio interview she said that the EO will adopt the local ordinance of Davao City designating smoking areas within the city and the EO will only direct the Local Government Units to adopt an ordinance to designate certain smoking areas and reiterating that the establishment owners are the one subjected to fines and penalties not the smokers.

The proposed Legislative bills further increasing the Sin Taxes on Cigarettes. Dir. Gacula said that the matter is under consideration is akin with that of the proposed EO expanding the smoking areas. Also the Agency will just wait for the proponents of the said legislative bills to be filed before the Agency will make its comment.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE SOCIAL RESPONSIBILITIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER 20, 2016**

**PRESENT:**

**HON. ROGELIO A. ELVEÑA, Committee Chairman on Corporate Social Responsibilities**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. JOSE S. DIÑO, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Legal Counsel Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Social Responsibilities presided by Dir. Rogelio A. Elveña. The Chair recalled that the board suggested for the creation of an Ad Hoc Committee to conduct investigation of the fire razed at the Tobacco Dust Plant. He said that it was only reported only after one month. The Committee instructed the Corporate Secretary to instruct the Project Manager of the TDPP to submit his incident report instead and to report before the committee personally on the next immediate meeting.

He instructed also to require the Branch Offices to submit their respective reports on the extent of damages caused by the recent super typhoon which affected Regions I, II and CAR. He also said that the report should also include WS rice 2016, KPP- bamboo and tree modules, IFOIGAP-TCGS seedbeds and the curing barns. And he also suggested to add in the notice their suggestions on how the NTA can help the affected tobacco farmers. The subject reports should be given before the next committee meeting to be able the members can thoroughly study their reports. The committee chair move for the adjournment of the meeting.

Prepared by:

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON CORPORATE GOVERNANCE HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER 27, 2016**

**PRESENT:**

**HON. DANTE G. CLARAVALL, Committee Chairman on Corporate Governance**

**ADMIN. EDGARDO D. ZARAGOZA.MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Dept.

Ms. Teresa B. Laudencia, Manager, Finance Dept.


**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Corporate Governance was called to Order by the Chairman of the Committee. The Bids and Award Committee Members presented to the Committee for its approval the conduct of Public Bidding for the procurement of Upgraded Information Technology Hardware/Software with an approved budget for the contract in the amount of PhP 2,915,000.00, for the purchase of computer units, scanner and LCD projectors. Dir. Salanga move for the reduction of the purchase of computer units particularly one unit of laptop and one unit of desk top after which he then approve for the purchase, but Dir. Claravall would like to insert one unit of laptop for the use of legal officer. hence the reduced amount further increase to PhP 2,790,000.00. no further question on the proposal of Directors Claravall and Mendiola, the committee recommend for the approval to the Board.

Approval of the NTA's request to the Governance Commission for GOCC's for the Grant of Differential of 2015 Performance Based Bonus based on the rate for profitable GOCC's. Dr. Lopez explained that before the grant of FY 2015 PBB she already made an unofficial reservation on the classification of NTA as loosing Corporation However, at the time of GCG authority to grant was issued the NTA management had already received the GCG's classification of the NTA as a profitable Corporation, but she said, there was no more time to refute the same

considering the pending change of administration and were advise to wait for the new set of GCG Commissioners and it would take time to reconsider. No other matters to be taken , the committee move for the adjournment.

Prepared by:

A handwritten signature in black ink, appearing to be 'RAMON R. MUNCAL', written over a circular scribble.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RISK MANAGEMENT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, on OCTOBER 27, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Risk Management**

**HON. PEDRO J. MENDIOLA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**OTHERS PRESENT:**

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Department

Ms. Teresa B. Laudencia, Manager, Finance Manager

Ms. Dinah E. Pichay, Manager, Internal Audit Department

**HIGHLIGHTS OF THE MEETING**

The Committee on Risk Management which was presided by Dir. Jose S. Diño was called to Order. Ms. Dinah Pichay manager of Internal Audit explained to the Committee that the 2015, NTA Risk management Plan is a continuing project of the Agency and is applicable for CY's 2016 and 2017, according to Ms. Pichay there will be no adjustment or increase in its budget and it is just continuing project. Dir. Elvena made a motion for the NTA Management to submit the consolidated damage report caused by typhoon Lawin including damages caused by the fire incident at the tobacco dust processing plant. Dir. Elveña called the attention of all the Members of the Board regarding the alleged proliferation of cigarette manufacturing plants in San Fernando, La Union, Villasis, Pangasinan and Lubao. Pampanga as reported by Dir. Salanga. The presiding officer reported that the Bureau of Customs has seized 50 Million pesos worth of fake cigarettes from different parts of Davao City. The presiding officer asked the Corporate Secretary to submit to the Board any action from the management for their information on the matter. Atty. Ambros said that there was team from the Regulation Department just went to Lubao, Pampanga were fake cigarettes are being manufactured, he said that the NTA inspectors found tobacco gut rags. Cigarette making machines and packaging materials, he also divulge that there are other places in the said province, Dir. Salanga suggested to create a task force composed of different agencies of the government and ask the BIR to deputize the NTA in the

confiscation of fake cigarettes, stamps and cigarette making machines. The meeting was adjourned after the exchanges of views.

Prepared by:

A handwritten signature in black ink, appearing to be 'RAMON R. MUNCAL', written over a faint circular stamp or watermark.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON NOMINATION,  
REMUNERATION AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON OCTOBER  
27, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Nomination, Remuneration**

**HON. GEOFFREY DG. GACULA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary

Dr. Cristina C. Lopez, Manager, Administrative Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Nomination, Remuneration and Personnel Administration was called to Order. Dir. Diño ASKED THE Personnel Manager on the necessity to approve the filling-up of vacant position particularly the Supply Officer IV and Cashier II stationed at Central Office and Vigan Branch Office respectively. The Chair questioned the Manager if there were already approval from the Civil Service Commission, according to Dr. Lopez there was none yet at this time. Dir. Diño also asked if they will approve it, maybe there would be a legal impediment if they will approved the filling up of vacant position. According to the Chairman of the Committee he said that status right now is in the hold-over capacity. The Chair ruled that they will just wait for the Civil Service Commission to answer and for their approval before the committee will take action.

Prepared by:



**RAMON R. MUNCAL**



**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON CORPORATE GOVERNANCE, NOMINATION & REMUNERATION AND RISK MANAGEMENT HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON OCTOBER 27, 2016**

**PRESENT:**

**HON. DANTE G. CLARAVALL**, Committee Chairman on Corporate Governance  
HON. JOSE S. DINO, Committee Chairman on Nomination & Remuneration  
HON. EDGARDO D. ZARAGOZA, Committee Chairman on Risk Management

**Administrator EDGARDO D. ZARAGOZA**, Member

**HON. JOSE S. DIÑO**, Member

**HON. GEOFFREY DG. GACULA**, Member

**HON. PEDRO J. MENDIOLA**, Member

**HON. ROGELIO A. ELVEÑA**, Member

**HON. DANTE G. CLARAVALL**, Member

**HON. RODOLFO F. SALANGA**, Member

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary.

Mr. Rex Antonio P. Teoxon, Manager, Corporate Planning Department

Ms. Ma. Teresa B. Laudencia, Manager, Finance Department

Dr. Cristina C. Lopez, Manager, Administrative Department

Ms. Dinah E. Pichay, Manager, Internal Audit Department

**HIGHLIGHTS**

The Board Committee Meeting on Corporate Governance, Nomination & Remunerations and Risk Management called to Order on or about 2:10 PM, the Bids and Award Committee Members presented to the committee Members for its approval the conduct of Public Bidding for the Procurement of Upgraded Information Technology Hardware/Software with an approved budget of for the contract in the amount of PhP 2,915,000.00, for the purchase of computer units, scanner and LCD projectors. Dir. Salanga move for the reduction of the purchase of computer units particularly one unit of laptop and one unit of desk top after which he then approve for the purchase, but Dir. Claravall would like to insert one unit of laptop for the use of the legal officer,

hence the reduced amount is further increase to PhP 2,790,000.00, no further question on the proposal both Dir. Claravall and Dir. Mendiola will recommend for its approval on the next Board Meeting.

The Committee on Personnel that was Chaired by Dir. Dino asked the Personnel Manager on the necessity to approve the filling-up of vacant position particularly the Supply Officer IV and Cashier II stationed at Vigan Ilocos Sur,. The Chair questioned the Manager if there were already an approval from the Civil Service Commission according to them there was none. And questioning also if there would be a legal impediment if they will approve the filling up of position since the Chair said that they are in a hold-over capacities. So the Chair ruled that they will just wait for the Civil Service communication and for their approval on the matter.

Manager Dinah Pichay explained to the Committee that the 2015 NTA Risk Management Plan is a continuing project of the Agency and applicable for CY's 2016 and 2017, and according to her there will be no adjustment or increase in its budget and it is just a continuing project. Dir. Elvena just made a motion for the NTA Management to submit the consolidated damage report caused by Typhoon Lawin including damages caused by the fire incident at the Tobacco Dust Processing Plant.

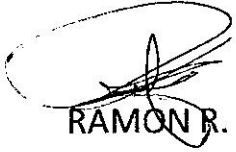
Still under the Risk Management, Dir. Elvena called the attention of all the Members of the Board regarding the alleged proliferation of cigarette manufacturing plants in San Fernando, La union, Villasis, Pangasinan and Lubao, Pampanga as reported by Dir. Salanga. The presiding officer reported that the Bureau of Customs has seized PhP 50 Million worth of fake cigarettes from different parts of Davao City. The presiding Officer asked the Corporate Board Secretary to submit to the Board any action from the management for their information on the matter.

Atty. Ambros said that there was a team from the Regulation Department just went to Lubao, Pampanga where fake fake cigarettes are being manufactured he said that the NTA inspectors found tobacco cut rags, cigarette making machines and packaging materials, he also also divulge that there are other places in the said province, not only in the said municipality also in Brgy. San Isidro and Brgy Lourdes. Dir. Salanga suggested that to create a Task Force



composed of different Agencies of the government and to ask the Bureau of Internal Revenue to Deputize the NTA in the confiscation of fake stamps and from BOC for cigarette smoking machines.

Prepared by:

A handwritten signature in black ink, appearing to be 'Ramon R. Muncal', is written over a circular stamp or seal that is mostly obscured by the ink.

RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON NOMINATION,  
REMUNERATION AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON NOVEMBER  
21, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Nomination, Remuneration**

**HON. GEOFFREY DG. GACULA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary

Atty. Samuel Viernes, In-House Legal Counsel

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Nomination, Remuneration and Personnel Administration was called to Order. The Chair of the Nomination Committee, explained to Selection Committee explained the at the moment they are in a hold-over capacity. The Chair requested Administrative Manager to communicate with the Civil Service Commission to ask for a legal advice or approval regarding the matter, to avoid any legal impediment. They will just wait for the response of the CSC, for the meantime as consensus of the Committee Members a motion for differment.

Ms. Dinah Pichay of the Internal Audit Department reported to the Committee the 2017 Performance Evaluation Scorecard subject for approval of the Board as required by GCG, it is preparation for the execution of the NTA Performance Agreement Negotiation (PAN) 2017. The Committee move for its approval on the next Board Meeting. the Committee adjourned.

Prepared by :



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS & PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON NOVEMBER 21, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters & Properties**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. The subject request for the public bidding for various laboratory fixtures, equipment. The Chairman Dir. Gacula wishes that the subject matter be differed for the meantime since the construction of the building is not yet finish, he is worried on the delivery of the equipment, he ask where they will stock the delivered equipment and fixtures. Dir. Claravall asked who will take responsibility if anything happened to the subject equipment and fixtures and also he asked why in the first public bidding theses equipment and laboratory fixtures were not included. Ms. Lozano said, they are still determining those equipment most needed in the laboratory and they are still in stage of canvassing. The Chairman moved for its deferment until such time the Quality Assurance Building will be 100% constructed. The committee adjourned.

Prepared by :



RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RESEARCH,  
EXTENSION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup>  
FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON NOVEMBER 21, 2016**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR., Committee Chairman on Research, Extension**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Mr. Germogenes A. Galvez, Plant Manager, Tobacco Dust Plant

Dr. Roberto Bonoan, Manager, IRD

Ms. Dinah E. Pichay, Manager, Internal Audit Department

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Research, Extension and Trading Operations was called to Order. Chaired by Dir. Pedro J. Mendiola, Jr. on the matter of alleged illegal manufacturers of counterfeit cigarettes. Dir. Mendiola asked Atty. Ambros if NTA has intelligence funds, re said that it does not have fund for the purpose. But NTA is collecting regulatory and supervision fees and it can be used for the purpose. Dir. Gacula suggested that the NTA should request the Bureau of Customs and Bureau of Internal Revenue that NTA to be deputized in implementing the revenue code and BIR regulations. Dir. Elveña requested the corporate Secretary to prepare a draft resolution for the request to the BIR and BOC for NTA to be deputized in the confiscation of illegal stamps and cigarette making machines. He also suggested that an intelligence fund be created and included in the COB for next year, which will come from the collection of Regulatory Fees. No other matters to be discussed, the Committee Meeting was adjourned at around 4:00 PM.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF JOINT COMMITTEE MEETINGS OF THE COMMITTEE ON NOMINATION & REMUNERATION, LEGAL MATTERS AND RESEARCH EXTENSION & TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY ON NOVEMBER 21, 2016**

**PRESENT:**

HON. JOSE S. DINO, Committee Chairman on Nomination & Remuneration

HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters and  
Properties

HON. PEDRO J. MENDIOLA, JR. Committee Chairman on Research & Extension  
and Trading Operations

**Administrator EDGARDO D. ZARAGOZA, Member**

**HON. JOSE S. DIÑO, Member**

**HON. GEOFFREY DG. GACULA, Member**

**HON. PEDRO J. MENDIOLA, Member**

**HON. ROGELIO A. ELVEÑA, Member**

**HON. DANTE G. CLARAVALL, Member**

**HON. RODOLFO F. SALANGA, Member**

**OTHERS PRESENT:**

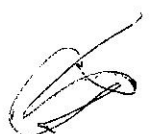
Dr. Cristina C. Lopez, Manager, Administrative Department

Ms. Dinah E. Pichay, Manager, Internal Audit Department

**HIGHLIGHTS**

The Board Committee Meeting on Nomination & Remunerations, Legal matters and Trading Operations was called to Order 2:10 PM. The Chairman of the Nomination Committee explained to the Committee the appointments of two vacant positions which is the Supply Officer IV and Cashier II stationed at Central Office and Vigan Branch Office respectively. He explained that at the moment they are in a hold-over capacity. The Chair requested the Administrative Manager to write a letter to Civil Service Commission to ask a legal advice regarding the matter, so that no legal impediments later on, they will just wait for a response from the CSC, for the meantime as a consensus from the Committee they differed the approval of the hiring.

Ms. Dinah Pichay of the Internal Audit Service Department reported to the Committee the 2017 Performance Evaluation Scorecard subject for approval by



the Board as requirement by GCG in preparation for the execution of the NTA Performance Agreement Negotiation (PAN) for FY 2017.

The subject request for the Public Bidding for Various Laboratory Fixtures, Equipment. The Chairman of the Committee Dir. Gacula wishes that the subject matter will be differed for the meantime since the construction of the building is not yet finish, he is worried on the delivery of the equipment where will be stock as he said. Dir. Claravall on the otherhand asked the responsible resource person why in the first public bidding these equipment and Laboratory Fixtures were not included. She said that they are still determining those equipment that very most needed.

On the matter of alleged illegal manufacturers of counterfeit cigarettes. Dir. Gacula asked Atty. Ambros if NTA has intelligence Funds, he replied that it does not have, but NTA is collecting regulatory and supervision fees and it can be used for the purpose. Dir. Gacula suggested that the NTA should request the Bureau of Customs and Bureau of Internal Revenue to be deputized in implementing the Revenue Code and BIR Regulations. Dir. Elveña requested the Corporate Secretary to prepare a draft Resolution for the request to the BIR and BOC for NTA to be deputized in the confiscation of illegal stamps and cigarette making machines. He also suggested that an intelligence fund be created and included in the COB for next year, which will come from the collection of Regulatory Fees. No other matters to be discussed, the Committee Meeting was adjourned at around 4:00 PM.

Prepared by:

  
RAMON R. MUNCAL



**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON DECEMBER 19, 2016**

**PRESENT:**

**HON. GEOFFREY DG. GACULA, Committee Chairman on Legal Matters &  
Properties**

**ADMIN. EDGARDO D. ZARAGOZA, MEMBER**

**HON. ROGELIO A. ELVEÑA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Legal Matter & Properties was called to Order presided by Dir. Geoffrey DG. Gacula. The meeting is all about the request and for approval of reclassification of the amount of PhP 25,000,000.00 from land and land improvement outlay to building and structure outlay of the corporate operating budget for CY 2016.

Dir. Salanga said that Mr. Rex Antonio Teoxon and Mr. Reynaldo Aquino explained the reason why it should be classified. The resource person said it was due to mere inadvertence in the submission of the CY 2016 Corporate Operating Budget. Mr. Teoxon said the approval of the Board of the subject reclassification is being required by the Department of Budget and Management for necessary adjustment.

The Chair presented to the committee, the blue print of the subdivision plan for its approval of the Board regarding the NTA property at Tuguegarao, Cagayan, as housing lots for nine (9) officers and employees. The members of the committee had no question on the subdivision plan made, the chair move for its approval on the next Board meeting. no other subject matter to be discussed, the committee move for the adjournment.

Prepared by:



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON NOMINATION,  
REMUNERATION AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON DECEMBER  
19, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Nomination, Remuneration**

**HON. GEOFFREY DG. GACULA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary

Atty. Samuel Viernes, In-House Legal Counsel

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Nomination, Remuneration and Personnel Administration was called to Order. For consideration of the request of Atty. Viernes for renewal of the contract of service for the period 1 January 2017 to 31 December 2017. Also requesting for the increase of consultancy from P 19,251.00 to P 30,000.00, since the current rate as he said was based on the salary of legal Officer IV in 2005 and was not increased for more than 10 years. Reporting to the Committee that he will be handling 10 new cases for recovery of possession against informal settlers of the NTA Paco property and there will be cases to be filed for same cases of recovery of possession for the NTA properties located at Provinces of Isabela and Cagayan. Atty. Viernes reporting on the updates of NTA cases that he is handling also to include the settlement of estate of Ms. Sylvia Chua. For consideration of the committee, the Chair move for the approval of renewal of contract of Atty. Viernes in the nest Board Meeting.

Prepared by :

  
RAMON R. MUNCAL

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RESEARCH,  
EXTENSION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup>  
FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON DECEMBER 19, 2016**

**PRESENT:**

**HON. PEDRO J. MENDIOLA, JR., Committee Chairman on Research, Extension**

**HON. DANTE G. CLARAVALL, MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Corporate Secretary

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Research, Extension and Trading Operations was called to Order. Chaired by Dir. Pedro J. Mendiola, Jr. The Chair called-up the Branch office in San Jose Occidental Mindoro and talked to Ms. Violy Gayona who is in charge in the province, and asked her the extent of damage brought about by the Super Typhoon that struck the entire Province. Ms. Gayona said that as of that time the Provincial Agriculturist is still assessing the extend of damages most specially the tobacco that has been planted she said that as soon as the data will be available she will immediately inform the Members of the Board. Dir. Mendiola also instructed Ms. Gayona to go to the tobacco farmers and ask them what assistance could the NTA may help in terms of financial or in kind. Dir. Mendiola reported to the Committee and said that they will just wait for the report to be submitted to the Board. No other matters to be discussed, the committee on Trading Operations was adjourned.

Prepared by :



**RAMON R. MUNCAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON RESEARCH,  
EXTENSION AND TRADING OPERATIONS HELD AT NTA BOARD ROOM, 2<sup>ND</sup>  
FLOOR NTA BLDG PANAY AVENUE, QUEZON CITY, ON DECEMBER 19, 2018**

**PRESENT:**

**HON. PEDRITO M. MENDIOLA, JR., Committee Chairman on Research, Extension and Trading Operations**

**HON. DANIEL S. CLARAVALL, MEMBER**

**HON. RODOLFO E. SALANGA, MEMBER**

**HON. GEOFFREY DG. GACULA, MEMBER**

**OTHERS PRESENT:**

**Atty. Jeffrey A. Ambros, Acting Corporate Secretary**

**HIGHLIGHTS OF THE MEETING**

The committee meeting on Research, Extension and Trading Operations was held on December 19, 2018 at the NTA Board Room, 2<sup>nd</sup> Floor NTA Bldg, Panay Avenue, Quezon City. The meeting was chaired by Hon. Pedrito M. Mendiola, Jr., Committee Chairman on Research, Extension and Trading Operations. Also present were Hon. Daniel S. Claravall, Hon. Rodolfo E. Salanga, Hon. Geoffrey D.G. Gacula, Hon. Jeffrey A. Ambros, and other members of the committee. The meeting was held in a formal and professional manner. The Chairman, Hon. Pedrito M. Mendiola, Jr., opened the meeting by welcoming the members and guests. He then discussed the agenda for the meeting, which included the review of the minutes of the previous meeting, the report on the progress of the research, extension and trading operations, and the approval of the budget for the next period. The members of the committee discussed the report and provided their comments and suggestions. The Chairman then summarized the discussion and announced the action items for the next meeting. The meeting ended with a prayer and a closing remark by the Chairman.

Prepared by:



**EUDINE N. MUNCIAL**

**MINUTES OF COMMITTEE MEETING OF THE COMMITTEE ON NOMINATION,  
REMUNERATION AND PERSONNEL ADMINISTRATION HELD AT NTA BOARD  
ROOM, 2<sup>ND</sup> FLOOR NTA BLDG. PANAY AVENUE, QUEZON CITY, ON DECEMBER  
19, 2016**

**PRESENT:**

**HON. JOSE S. DIÑO, Committee Chairman on Nomination, Remuneration**

**HON. GEOFFREY DG. GACULA, MEMBER**

**HON. PEDRO J. MENDIOLA, JR., MEMBER**

**HON. RODOLFO F. SALANGA, MEMBER**

**OTHERS PRESENT:**

Atty. Rohbert A. Ambros, Acting Board Secretary

Atty. Samuel Viernes, In-House Legal Counsel

**HIGHLIGHTS OF THE MEETING**

The Committee Meeting on Nomination, Remuneration and Personnel Administration was called to Order. For a motion for the renewal of Atty. Viernes for renewal of the contract of employment for the period January 2017 to 31 December 2017. Also requesting for the increase of his salary from P. 19,351.00 to P. 23,000.00, since the salary of Atty. Viernes was based on the salary of legal Officer IV in 2005 and was a minimum of 23,000.00 years. Reporting in the Committee that he will file a case for recovery of possession against informal settlers of the area of the property and there will be case to be filed for same case of recovery of possession. On the other hand, the NTA properties located at Province of Isabela. Atty. Viernes reporting on the update of NTA cases that he is handling, also reporting the settlement of estate of Ms. Sylvia China. For consideration of the committee, the Chair move for the approval of renewal of contract of Atty. Viernes in the next Board Meeting.

Prepared by:

  
RAMON R. MUNCAL

MINUTES OF COM ~~MITTEE~~ <sup>TEE</sup> MEETING OF THE COMMITTEE ON LEGAL MATTERS  
& PROPERTIES HELD AT NTA BOARD ROOM, 2<sup>ND</sup> FLOOR, NTA BLDG. PANAY  
AVENUE, QUEZON CITY, ON DECEMBER 19, 2016

PRESENT:

HON. GEOFFREY DG. CACULA, Committee Chairman on Legal Matters &  
Properties

ADMRL. EDGARDO L. ZARAGOZA, MEMBER

HON. ROGELIO A. ELVEÑA, MEMBER

HON. PEDRO J. MENDIOLA, JR., MEMBER

OTHERS PRESENT:

Atty. Rolando Amador, Acting Corporate Secretary

### HIGHLIGHTS OF THE MEETING

The 100<sup>th</sup> meeting of the Committee on Legal Matters & Properties was held on December 19, 2016, presided by Hon. Geoffrey DG. Cacula. The meeting dealt with the review and approval of reclassification of the amount of P11,251,000.00 for the land and improvement outlay to building and structure of the proposed operating budget for CY 2016.

Dr. Cacula said that Mr. Alex Antonio Treonera was the speaker who explained the reason why it should be classified as building and structure. It was due to more maintenance to the scheme of the proposed operating budget for 2016 and the approval of the amount of the subject reclassification as being required by the Director of Finance and Management for necessary adjustment.

The Chair presented to the committee the proposed reclassification plan for its approval of the Board regarding the NTA and the proposed operating budget for 2016 for nine (9) officers and employees. In view of the fact that the committee had no question on the subdivision plan made by the Board for its approval on the next Board meeting, no other matter to be discussed, the committee move for the adjournment.

Prepared by:

  
RAMON R. MUNKAI