

## OFFICE OF THE GOVERNING BOARD

**EIGHTY-THIRD (83<sup>RD</sup>) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD AT THE TRAINING/CONFERENCE ROOM, SECOND FLOOR, NTA-CANDON BRANCH OFFICE, CANDON CITY, ILOCOS SUR  
23 MARCH 2018, 11:00 A.M.**

### Present:

Hon. ROBERT L. SEARES, M.D.	-	Administrator/Vice-Chairman/Presiding
Hon. PEDRO J. MENDIOLA, JR.	-	Member, Tob. Traders/Exporters Sector
Hon. RODOLFO F. SALANGA	-	Member, Tob. Manufacturing Sector
Hon. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Hon. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Hon. NESTOR C. CASELA	-	Member, Academic Community

### Others Present:

Mr. ENRIQUE DELA CRUZ	-	Consultant, DA-High Value Crops
Mr. PAOLO TATLONGHARI	-	Staff, DA-High Value Crops
Ms. IMELDA N. RIÑEN	-	Department Manager III, FTSD
Ms. MINERVA P. MIZAL	-	Department Manager III, NTA-Vigan BO
Engr. CESARIO G. SAMBRANA	-	Department Manager III, NTA-Pangasinan BO
Ms. ESMERALDA G. VALERA	-	Department Manager III, NTA-Abra BO
Dr. CORAZON R. RIAZONDA	-	Department Manager III, NTA-Cagayan BO
Mr. MARIO E. CORPUZ	-	Department Manager III, NTA-Ilocos Norte BO
Ms. ESTRELLA G. DE PERALTA	-	Department Manager III, NTA-Candon BO
Dr. GIOVANNI B. PALABAY	-	Department Manager III, NTA-La Union BO
Mr. HERMAN C. TORRES	-	Department Manager III, NTA-Isabela BO
ATTY. ROHBERT A. AMBROS	-	Department Manager III, Regulation Dept. and concurrent Acting Board Secretary
Mr. HERMOGENES G. GALVEZ	-	Project Manager, Tobacco Dust Project
Mr. RAMON R. MUNCAL	-	Stenographer II
Mr. MIGUEL A. PACULAN	-	Job Order Hiree

## HIGHLIGHTS OF THE MEETING

### I. CALL TO ORDER

The meeting was called to order at 11:00 A.M., with Vice-Chairman/Administrator Robert L. Seares, M.D., as the Presiding Officer.

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### II. DETERMINATION OF QUORUM

The Acting Board Secretary declared that there is a quorum for the meeting with the presence of majority of the Appointive Members of the NTA Governing

Board. The Acting Board Secretary noted the presence of the following members of the board, to wit:

1. Adm. ROBERT L. SEARES
2. Dir. PEDRO J. MENDIOLA, JR.
3. Dir. RODOLFO F. SALANGA
4. Dir. WILFREDO C. MARTINEZ
5. Dir. TEOFILO R. QUINTAL; AND
6. Dir. NESTOR C. CASELA.

The presence of the representatives of DA Undersecretary Evelyn G. Laviña, the Department Managers of the NTA Branch Offices and FTSD were likewise recognized.

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III. FOR APPROVAL/CONFIRMATION/CONSIDERATION:

A. APPROVAL OF THE AGENDA OF THE 83<sup>RD</sup> SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD THIS 23 MARCH 2018 AT THE TRAINING/CONFERENCE ROOM, NTA-CANDON BRANCH OFFICE, CANDON CITY, ILOCOS SUR

Vice-Chairman/Administrator Seares presented to the Members of the Board the Agenda for the 83<sup>rd</sup> Special Meeting. Upon motion of Dir. Salanga and duly seconded by Dir. Casela, the board unanimously adopted the following resolution, to wit:

RESOLUTION NO. 810-2018

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Agenda for the Eighty-Third (83<sup>rd</sup>) Special Meeting of the NTA Governing Board held this 23<sup>rd</sup> day of March 2018 at the Training/Conference Room, NTA-Candon Branch Office, Candon City, Ilocos Sur.

UNANIMOUSLY APPROVED.....”

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B. APPROVAL AND CONFIRMATION OF THE MINUTES OF THE EIGHTY SECOND (82<sup>ND</sup>) SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD ON 28 FEBRUARY 2018 AT THE BOARD ROOM, SECOND FLOOR, NTA BLDG., SCOUT REYES STREET CORNER PANAY AVENUE, QUEZON CITY

The Presiding Officer presented the Minutes of the 82<sup>nd</sup> Special Meeting of the NTA Governing Board held on 28 February 2018 for their consideration and approval.

Dir. Quintal moved for the approval of the minutes. Dir. Martinez seconded the motion. The board then adopted the following resolution, to wit:

RESOLUTION NO. 811-2018

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the amended Minutes of the Eighty Second (82<sup>nd</sup>)

Special Meeting of the NTA Governing Board held on 28  
February 2018 at the NTA Board Room, NTA Bldg.,  
Scout Reyes Street corner Panay Avenue, Quezon City.

**UNANIMOUSLY APPROVED.....”**

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**C. TOBACCO FARMERS REGISTRATION SYSTEM; AND  
D. ORGANIZATION OF TOBACCO FARMERS INTO ASSOCIATIONS OR  
COOPERATIVES**

Dir. Casela reported that the board had an initial discussion on the above matters which necessitates the updating of the list of tobacco farmers who actually planted during this season CY 2017-2018 in order to provide them with Farmer's ID. He said that the listings will be validated with the lists of farmers submitted by the wholesale tobacco dealers (WTDs) in connection with their purchase commitments to determine if there are double or multiple listings of one farmer with different tobacco buyers with the purpose of avoiding pole vaulting. He said that the updated list shall be submitted to the Farm Technology and Services Department for consolidation. The NTA Branch Managers said that they are ready to submit the updated listings of tobacco farmers. The board then set the deadline for submission of the listings on or before April 15, 2018.

Mr. Sambrana mentioned that they have no problem with respect to farmers under the TCGS but said that they only have issues with the list of tobacco farmers submitted by the Field Canvassers (FCs) and he requested that the Global Positioning System (GPS) should be enhanced to verify if the list submitted by FCs are true. He then asked the Members of the Board if the farmers can propose to the NTA the business activities that they want to venture into for possible funding. Dir. Salanga encouraged the Branch Managers to submit to the NTA the farmers' proposals. Ms. Riñen responded that the proposals should be reviewed first by the Technical Review Board to be included in the programs and projects to be submitted to the DA and DBM before it can be implemented. Ms. Riñen further clarified that wherever the farmers wish to register either with the SEC, DOLE or CDA, the NTA will provide the funds for their training expenses.

Dir. Salanga also said that there is a necessity to organize the farmers into associations or cooperatives so that whatever assistance that the NTA will provide shall be coursed through these associations/cooperatives. He further said that by next tobacco season, the NTA plans to provide all the inputs needed by the farmers, whether or not financed by the NTA, to include the farmers of the private sector.

Ms. Riñen reported that the FTSD will prepare the project proposal for the provision of production assistance for all tobacco farmers, whether or not fully or partially financed by the NTA. She said that the proposal will be submitted to the Corporate Planning Department and the Office of the Deputy Administrator for Operations (DAOP) for review and evaluation.

Dir. Casela reported that he and Mr. Corpuz conducted meetings with the local government units and they were able to inform the LGUs on the concopet and policy on contract growing and the adoption of unified technology. Dir. Salanga also said that the Administrator will meet the LGUs to determine the kind of assistance that the LGUs can provide



provide with the farmers, such as, firewood, gasoline and others, while NTA may retain the provision of fertilizers.

Ms. Mizal reported that one reason why the farmers do not want to be organized as a cooperative was due to numerous requirements, such as undergoing trainings, maintaining of books of accounts and many others, as such, they prefer to be organized as associations only. She then requested for the provision of funds in the conduct of meetings with the farmers. She also reported that some politicians are mingling with the organization of farmer associations. Dir. Salanga then required the Branch Managers to submit their budgetary requirements.

Dir. Casela suggested to strengthen the present NAFTAC at the provincial levels. Engr. Sambrana added that the NAFTAC can also help in the documentation of tobacco production in areas where middlemen are operating in such a way that when farmers need money, the association/cooperative can immediately provide through the provision of capital from the NTA.

Ms. Riñen reported that the Branch Offices submitted the number of existing farmer associations/cooperatives totaling to 314 organizations in all tobacco producing areas, except Mindoro and Mindanao.

Dir. Salanga required Ms. Riñen to submit a proposal for the provision of one (1) unit ID system for each branch office.

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#### **E. RECONFIRMATION OF APPOINTMENTS**

Dir. Casela instructed the Acting Board Secretary to provide the names of all appointees from the time the NTA re-opened the filling-up of vacant positions.

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

#### **RESOLUTION NO. 812-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board reconfirms the appointments of the following employees/applicants to vacant plantilla positions, to wit:

	<b>Name</b>	<b>Position/Salary Grade</b>	<b>Unit</b>
1.	Neyo E. Valdez	Public Relations Officer V/SG 24	Office of the Administrator
2.	Loreto S. Reyes	Supvg. Tobacco Production & Regulation Officer/SG 22	Candon Branch Office
3.	Ophelia T. Gonzales	Human Resource Management Officer IV/SG 22	Administrative Department
4.	Maricel B. Rojas	Computer Operator II/SG 9	Vigan Branch Office

\*\*\*\*\*nothing follows\*\*\*\*\*

**UNANIMOUSLY APPROVED.....”**

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**F. APPROVAL OF THE AWARD OF CONTRACT FOR THE PROJECT: CAPABILITY ENHANCEMENT FOR QUALITY ASSURANCE: REFURBISHING AND IMPROVEMENT OF THE TOBACCO SEED, TOBACCO EXTRACT, PULP AND PAPER AND QUALITY CONTROL LABORATORIES**

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

**RESOLUTION NO. 813-2018**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board approves the award of contract for the project: “Capability Enhancement for Quality Assurance: Refurbishing and Improvement of the Tobacco Seed, Tobacco Extract, Pulp and Paper and Quality Control Laboratories” of the NTA Batac, Ilocos Norte, in favor of JLP Construction & Supply with the Single Calculated and Responsive Bid (SCRB) in the amount of PhP1,673,705.65.

**RESOLVED, FURTHER,** that the Vice-Chairman/Administrator is hereby authorized to enter into and sign the Contract/Agreement with the winning bidder and to issue the Notice of Award and Notice to Proceed for the above said project.

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

**A. REPAIR/REHABILITATION OF NTA BRANCH OFFICE BUILDINGS AND FACILITIES**

Dir. Casela recalled that it was already discussed during the previous board meetings that there was an approved budget in the amount of more than PhP17 Million for the repair of certain NTA Branch Office Buildings/Facilities. He said that it was agreed that the concerned branch offices shall submit to the Administrative Department the curriculum vitae of the Civil Engineers that will be hired by the NTA to prepare the drawing plans, cost estimates and program of works for each branch/facility. He said that the hiring of engineers was now delegated to the respective branch offices. He said that there will be a corresponding memorandum for the creation of the local Bids and Awards Committee to undertake the bidding for these particular project only to expedite the implementation of works during the dry season. For the Tobacco Dust Project, it will be undertaken by the NTA La Union Branch, while the NTA Candon Branch Office will be in-charged for the repair/rehabilitation of Feed Mill and AgriPinoy Projects.

Engr. Sambrana said that the NTA-Pangasinan Branch Office did not submit any proposal for repair of the Rosales Branch Office due to issue on ownership, however, he requested that if there is still available funds, he appealed for the provision of funds for the repair of the Villasis Area Office.

Dir. Salanga reminded the concerned managers that the repairs/rehabilitation should be completed within the year so that the budget allocated for the said projects will not revert back to the national government. He said that the threshold amount for the hiring of civil engineers should not exceed P50,000.00.

**B. PURCHASE OF CURING GRAPHS**

Dir. Casela stated that the procurement of the curing graphs is now very late considering that most of the farmers are about to finish curing their tobacco produce. However, Dir. Salanga recommended that the NTA should proceed with the procurement and to distribute the same in the next tobacco season 2018-2019.

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**C. AUTHORITY TO USE CONFISCATED TOBACCO CUTRAGS AS RAW MATERIALS FOR THE PRODUCTION OF TOBACCO DUST**

The Members of the Board were informed about the request of Mr. Galvez for authority to use the confiscated tobacco cut rags as raw materials for the production of tobacco dust. It was reported that Mr. Galvez informed the Top Management that the Industrial Research Department took samples of the cutrags and that Ms. Myrna Lozano determined that there are inorganic chemicals present which will not qualify the tobacco dust as organic pesticide/fertilizer.

Dir. Casela suggested that the nicotine content of the cutrags should be analyzed to determine the efficacy of the finish product.

On the basis of the recommendation, the board adopted the following resolution, to wit:

**RESOLUTION NO. 814-2018**

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board directs the Project Manager of the Tobacco Dust Project to subject the confiscated tobacco cutrags for laboratory analysis and if the result will achieve the desired nicotine content, then the Project Manager is hereby authorized to use the cutrags as raw material in the production of tobacco dust.

UNANIMOUSLY APPROVED.....”

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**D. REPORT ON THE STATUS OF NTA PROPERTIES**

Mr. Paculan read his report on the status of the NTA properties and his recommended action for consideration of the board. Atty. Ambros noted the report of Mr. Paculan and shall assist in the preparation of necessary documents and filing of appropriate cases before the appropriate administrative body/courts.

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VI. ADJOURNMENT

The board agreed to conduct the next committee and board meetings for the month of April, as follows:


- a. Committee Meeting - April 12, 2018;
- b. 111<sup>th</sup> Regular Board Meeting - April 13, 2018;
- c. Committee Meeting - April 26, 2018; and
- d. 84<sup>th</sup> Special Board Meeting - April 27, 2018.

There being no other matter to be discussed and upon motion of Dir. Salanga, duly seconded by Dir. Mendiola, the Board adjourned at 4:00 P.M..

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PREPARED AND CERTIFIED CORRECT:


  
ATTY. ROBERT A. AMBROS  
Acting Board Secretary


ATTESTED:


  
Hon. ROBERT L. SEARES  
Vice-Chairman and Administrator

  
Hon. PEDRO J. MENDIOLA, JR.  
Appointive Director, Tobacco Traders/Exporters Sector

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

  
Hon. WILFREDO C. MARTINEZ  
Appointive Director, Tobacco Farmers Sector

  
Hon. TEOFILO R. QUINTAL  
Appointive Director, Tobacco Farmers Sector

  
Hon. NESTOR C. CASELA  
Appointive Director, Academic Community