



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

Scout Reyes Street, corner Panay Avenue, Quezon City
Tel No. (02) 374-3987 Fax. No. (02) 374-2505

OFFICE OF THE GOVERNING BOARD

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

Present:

Hon. ROBERT L. SEARES, M.D.	-	Administrator/Vice-Chairman/Presiding
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
Hon. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector
Hon. WILSON R. VICTORIO	-	Member, Tob. Traders/Exporters Sector

Others Present:

Atty. ROHBERT A. AMBROS	-	Department Manager III, Regulation Dept. & Acting Board Secretary V
Dr. ROBERTO R. BONOAN	-	Department Manager II, IRD
Ms. DINAH E. PICHAY	-	Department Manager III, IAS
Ms. IMELDA N. RIÑEN	-	Department Manager III, FTSD
Ms. FORTUNA C. BENOSA	-	Department Manager III, CorPlan Dept.
Ms. ALONA A. MANGANAAN	-	Executive Assistant IV
Ms. KYRA P. CLAMAÑA	-	Private Secretary II
Mr. RAMON R. MUNCAL	-	Stenographer II

HIGHLIGHTS OF THE MEETING

I. OPENING PRAYER

The opening prayer was led by Ms. Alona A. Manganaan.

II. CALL TO ORDER

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

III. DETERMINATION OF QUORUM

The Acting Board Secretary declared that there is a quorum for the meeting with the presence of all 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. RODOLFO F. SALANGA
 3. Dir. WILFREDO C. MARTINEZ
 4. Dir. TEOFILO R. QUINTAL
 5. Dir. NESTOR C. CASELA
 6. Dir. DANILO C. TRONGCO; and
 7. Dir. WILSON R. VICTORIO.
-

IV. FOR APPROVAL/CONFIRMATION/CONSIDERATION:

- A. APPROVAL OF THE AGENDA OF THE 95TH SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD THIS 29 MARCH 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY**

Vice Chairman Seares presented to the Members of the Board the Agenda for the 95th Special Meeting. Upon motion of Dir. Quintal and duly seconded by Dir. Casela, the board unanimously adopted the following resolution, to wit:

RESOLUTION NO. 1038-2019

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

UNANIMOUSLY APPROVED.....”

- B. APPROVAL AND CONFIRMATION OF THE MINUTES OF THE ONE HUNDRED AND TWENTY-SECOND (122ND) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD ON 12 MARCH 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY**

The Presiding Officer presented the Minutes of the 122nd Regular Meeting of the NTA Governing Board for their consideration and approval.

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

RESOLUTION NO. 1039-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Minutes of the One Hundred and Twenty-Second (122nd) Regular Meeting of the NTA Governing Board held on 12 March 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

UNANIMOUSLY APPROVED.....”

C. IMPLEMENTING GUIDELINES AND PROCEDURES FOR THE GRANT OF TRANSPORTATION COST FOR FERTILIZERS DELIVERED BY GUR LAVI CORPORATION AND STY AGRO INDUSTRIAL TRADING FOR IFOIGAP-TCGS CY 2018-2019

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

RESOLUTION NO. 1040-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Procedures in the Provision of Transportation Cost for the Deliveries of Fertilizers (10-18-24 & 0-0-50) under the Integrated Farming and Other Income Generating Activities Project – Tobacco Contract Growing System (IFOIGAP-TCGS) Crop Year 2018-2019, in the amount of Php30.00, per bag, delivered by Gur Lavi Corporation and STY Agro Industrial Trading.

UNANIMOUSLY APPROVED.....”

D. REVISED WHISTLE BLOWING POLICY FOR THE NATIONAL TOBACCO ADMINISTRATION

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

RESOLUTION NO. 1041-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the Revised Whistle Blowing Policy for the National Tobacco Administration as reviewed and recommended by the Governance Commission for GOCCs (GCG).

UNANIMOUSLY APPROVED.....”

E. FUELWOOD MARKETING AGREEMENT BETWEEN NTA AND UNIVERSAL LEAF PHILIPPINES INC. (ULPI)

Dir. Casela took notice of the agreement between NTA and ULPI which gives the latter the exclusive right to purchase all the fuelwood to be produced under the KPP Project. He inquired if other tobacco companies can still enter into similar agreement with the NTA. Atty. Mel John I. Verzosa, Deputy Administrator for Operations, replied that other tobacco companies may still enter into agreement with the NTA. Atty. Ambros added that the agreement covers only the KPP plantations from 2016 to 2022.

He then suggested to formally invite all the tobacco buyer firms to discuss all issues on the matter.

RESOLUTION NO. 1042-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby authorizes the Vice-Chairman/Administrator to formally invite all principal buyers of tobacco leaf for a meeting with the NTA Governing Board to discuss issues on the KPP Project and to manifest their commitment to purchase the fuelwood that will be produced therefrom.

UNANIMOUSLY APPROVED.....”

- F. REVIVAL OF THE NTA HOUSING PROJECT AT RODRIGUEZ, RIZAL AND AUTHORITY TO REQUEST FOR SUPPLEMENTAL BUDGET FROM THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) FOR THE PAYMENT OF THE OUTSTANDING LOAN WITH THE PHILIPPINE DEPOSIT INSURANCE COMPANY (PDIC)**

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

RESOLUTION NO. 1043-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the revival of the NTA Housing Project at Rodriguez (Montalban), Rizal, for the benefit of the NTA officials and employees.

RESOLVED, FURTHER, that the NTA Management is hereby authorized to negotiate with the Philippine Deposit and Insurance Corporation (PDIC) for the restructuring of the NTA outstanding obligations.

RESOLVED, FINALLY, that the NTA Management is hereby authorized to request for Supplemental Budget from the Department of Budget and Management (DBM) for the payment of the subject NTA loan with the PDIC.

UNANIMOUSLY APPROVED.....”

- G. REPORT OF MANAGEMENT AUDIT CONDUCTED FOR THE INVENTORY MANAGEMENT SYSTEM OF THE AGRIPINOY FOOD PROCESSING PLANT**

Acting on the audit report of Ms. Dinah E. Pichay, Department Manager III, Internal Audit Service, Dir. Salanga moved to require the formulation of a Manual of Operation for the AgriPinoy Food Processing Plant. The motion



was seconded by Dir. Casela. The board then adopted the following resolution, to wit:

RESOLUTION NO. 1044-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board duly notes the Report of Management Audit conducted for the inventory management system of AgriPinoy Food Processing Plant.

RESOLVED, FURTHER, that Ms. Dinah E. Pichay, Department Manager III, Internal Audit Service, is hereby directed to prepare the Manual of Operations for the AgriPinoy Food Processing Plant to be submitted to the NTA Governing Board on or before the first week of June 2019 for approval.

UNANIMOUSLY APPROVED.....”

H. REPORT OF MR. MIGUEL PACULAN ON THE STATUS OF INVENTORY OF NTA PROPERTIES

The board notes that Mr. Paculan failed to report to the NTA Central Office in defiance of the instruction of the NTA Governing Board during the past meeting. The board was belatedly informed that Mr. Paculan requested to stay further at Batac Branch Office due to the request of the COA Audit Team Leader for him to submit certain requirements.

Dr. Cristina C. C. Lopez, Department Manager III, Administrative Department, requested from the board to conduct task analysis and evaluate the accomplishments of Mr. Paculan and to determine if his services is still needed. Dr. Lopez committed to the board to request Atty. Roberto M. Sison, Attorney V, to review all the work output of Mr. Paculan.

The board instructed Dr. Lopez not to renew the Contract of Service of Mr. Paculan effective 01 April 2019 until further notice, pending the result of the conduct of task analysis for Mr. Paculan.

(deferred)

V. OTHER MATTERS

A. FUNCTIONAL RESPONSIBILITY FOR PROTOCOL RESEARCH

Based on the functional responsibility of the Farm Services and Technology Department (FTSD) as well as to align the duties and responsibilities of departments on Protocol Research, Dir. Casela moved for the reconstitution of the Project Review and Evaluation Committee for Research and Development Projects/Activities (Protocol Research), the same to be chaired by the department head of the FTSD. Dir. Quintal seconded the motion. The board then adopted the following resolution, to wit:



RESOLUTION NO. 1045-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby directs the Vice-Chairman/Administrator to reconstitute the Project Review and Evaluation Committee for Research and Development Projects/Activities (Protocol Research) in line with the functional responsibility of the Farm Services and Technology Department (FTSD), the same to be chaired by the department head of the FTSD.

UNANIMOUSLY APPROVED.....”

B. SCHOLARSHIP GRANTS

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

RESOLUTION NO. 1046-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby adopts as a policy that scholarship slots allocated for a particular NTA Branch Office which are not availed after the deadline set by the Scholarship Committee may be transferred/availed by other NTA Branch Offices which require additional scholarship grants.

RESOLVED, FURTHER, that the Scholarship Committee is hereby directed to allocate five (5) scholarship slots for the Municipalities of Laguindingan and Alubijid, Province of Misamis Oriental, starting Academic Year 2019-2020.

UNANIMOUSLY APPROVED.....”

C. ILLICIT MANUFACTURING OF CIGARETTES

Dir. Salanga reported that the major problem of the tobacco industry is on illicit manufacturing and not on smuggling. He said that NTA should require all individuals or entities to secure Import Commodity Clearance for cigarette making machines and require them to submit the brands of cigarettes to be manufactured.

Atty. Ambros informed the board that there is an existing Memorandum Circular issued by the NTA which enumerates the commodities subject of the import clearance procedures which already includes cigarette machines. Dir. Salanga then suggested that management should have close coordination with the Bureau of Customs. He then instructed Atty. Ambros to prepare a draft letter to the BOC for a meeting.

Dir. Victorio added that the DTI created an Import/Export Control Committee where NTA can coordinate with.

VI. ADJOURNMENT

There being no other matter to be taken up and upon motion of Dir. Salanga, duly seconded by Dir. Victorio, the meeting was officially adjourned at 1:25 P.M.


PREPARED AND CERTIFIED CORRECT:

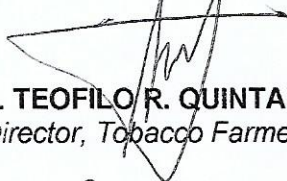

ATTY. ROBERT A. AMBROS
Acting Board Secretary V

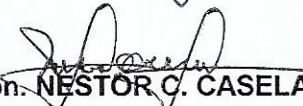
ATTESTED:


Hon. ROBERT L. SEARES
Vice-Chairman and Administrator



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


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


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

**NINETY- FIFTH (95th) SPECIAL BOARD MEETING OF THE NTA BOARD OF DIRECTORS
HELD AT THE NTA BOARD ROOM, THIRD FLOOR, BEN-LOR BUILDING
QUEZON AVENUE, QUEZON CITY, 29 MARCH 2019 , 12:00 NOON**

ATTENDANCE SHEET

PRESENT:

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

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

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

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

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

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

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

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

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

OTHERS PRESENT:

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

2. *Micael Caraga*

3. *KYRA P. CLAMANIA*

4. **Dr. ROBERTO R. BONOAN**

5. **Ms. IMELDA RINEN**

6. **Ms. DINAH E. PICHAY**

7. **RAMON R. MURCIA**

8. **Ms. FORTUNA C. BENOSA**
