



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**

Scout Reyes Street, corner Panay Avenue, Quezon City  
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**OFFICE OF THE GOVERNING BOARD**

**MINUTES OF THE NINETY-SIXTH (96<sup>TH</sup>) SPECIAL MEETING OF THE NTA  
GOVERNING BOARD HELD AT THE BOARD ROOM, 3/F BEN-LOR BUILDING  
QUEZON AVENUE, QUEZON CITY  
26 APRIL 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. ROBERT A. AMBROS	-	Department Manager III, Regulation Dept. & Acting Board Secretary V
Dr. CRISTINA C. LOPEZ	-	Department Manager III, Admin. Dept.
Ms. MA. TERESA B. LAUDENCIA	-	Department Manager III, Finance Dept.
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.  
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**II. CALL TO ORDER**

The meeting was called to order at 1:20 P.M., with the Vice Chairman/Administrator, Robert L. Seares, M.D., as the Presiding Officer.  
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**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.
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**IV. FOR APPROVAL/CONFIRMATION/CONSIDERATION:**

- A. APPROVAL OF THE AGENDA OF THE 96<sup>TH</sup> SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD THIS 26 APRIL 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 96<sup>th</sup> Special Meeting held this 26 April 2019.

Upon motion of Dir. Quintal and duly seconded by Dir. Martinez, the board unanimously adopted the following resolution, to wit:

**RESOLUTION NO. 1056-2019**

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

**UNANIMOUSLY APPROVED.....”**

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- B. APPROVAL AND CONFIRMATION OF THE MINUTES OF THE ONE HUNDRED AND TWENTY-THIRD (123<sup>RD</sup>) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD ON 12 APRIL 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY**

The Presiding Officer presented the Minutes of the 123<sup>rd</sup> Regular Meeting of the NTA Governing Board held on 12 April 2019 for their consideration and approval.

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

**RESOLUTION NO. 1057-2019**

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Minutes of the One Hundred and Twenty-Third (123<sup>rd</sup>) Regular Meeting of the NTA Governing Board held on 12 April 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

**UNANIMOUSLY APPROVED.....”**

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**C. NTA AGENCY PLAN AND BUDGET (APB) FOR FISCAL YEAR (FY) 2020**

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

**RESOLUTION NO. 1058-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby approves the NTA Agency Plan and Budget (APB) for Fiscal Year (FY) 2020 in the total amount of Three Billion Three Hundred Ninety Million Nine Hundred Fifty-Seven Thousand Pesos (Php3,390,957,000.00).

**UNANIMOUSLY APPROVED.....”**  
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**D. LETTER-REQUEST OF OCCUPANTS OF THE NTA PROPERTY AT PACO, MANILA, AND WHO ARE RESPONDENTS IN THE CIVIL CASES FILED BY THE NTA FOR RECOVERY OF POSSESSION**

Atty. Roberto M. Sison informed the NTA Governing Board on the letter-request of respondents of the civil cases filed by NTA against some of the occupants of the NTA property located at Paco, Manila.

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

**RESOLUTION NO. 1059-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby denies the request of the Respondents in the Civil Cases for Recovery of Possession filed by the NTA pending before the Regional Trial Court of Manila, Branch 39.

**RESOLVED, FURTHER,** that the NTA Legal Counsel is hereby directed to continue with the proceedings of the said cases in the event that the Respondents should fail to agree with the deadline set for the full payment of the lot/s awarded to them on or before March 31, 2020.

**UNANIMOUSLY APPROVED.....”**  
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**V. OTHER MATTERS**

**A. IFOIGAP-RICE PRODUCTION ASSISTANCE WET SEASON 2019**

Ms. Imelda N. Riñen reported that the NTA will be providing production assistance for IFOIGAP-Rice WS 2019 covering 5,184 farmer-

cooperators with a total of 2,592 hectares at P20,000.00 per hectare, with a total budget allocation of Php51,840,000.00. She said that the total amount may not be utilized if there would be more rains that would come after the deadline set on May 15, 2019. She said that based on the area and number of farmer-cooperators (FCs), each Extension Worker will supervise 18 hectares and 36 FCs. She informed the NTA Governing Board that the coverage includes Cagayan, Isabela and Tarlac Provinces.

Dir. Casela recommended that the workload of each EW should be correspondingly increased. He said he don't know the reason why the workload is decreasing. Ms. Riñen replied that the area to be covered for CY 2019 increased by 100 hectares compared to last year's IFOIGAP-Rice coverage, however, she said that the Technical Committee on Performance Evaluation agreed to set a target of 1 EW:30 ha.:60 FCs.

Dir. Victorio suggested that NTA Management should train staff per branch office as Rice Experts. He also recommended to provide seeds to farmers which have "blue tags". He also suggested to centralize the procurement of palay seeds so that NTA will be assured that only seeds with blue tags will be used by the farmer-cooperators.

Dir. Quintal added that the rice experts should be present during the distribution of seeds to conduct simple orientation on how to properly manage and culture their rice produce.

Ms. Riñen requested from Dir. Victorio if the NTA Rice Production Coordinators can visit his farm to learn. Dir. Victorio instead suggested to Ms. Riñen to visit the model farms at PhilRice Muñoz, Nueva Ecija, because those farms also integrate other farming activities such as poultry and hog raising.

Upon motion Dir. Casela, duly seconded by Dir. Victorio and Dir. Quintal, the board adopted the following resolution, to wit:

**RESOLUTION NO. 1060-2019**

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby sets the deadline for the submission by the NTA Branch Offices on the number of farmer-cooperators for the IFOIGAP-Rice CY 2019 Wet Season on or before 06 May 2019.

**RESOLVED, FURTHER,** that only palay seeds with "Blue Tag" shall be used for the project and the procurement of which shall be centralized to be assured of the source/s of the seeds.

**RESOLVED, STILL FURTHER,** that the Farm Services and Technology Department (FTSD) is hereby directed to organize the retraining of NTA Staff as Rice Experts to be conducted by Accredited Trainer/s from the Philippine Rice Research Institute (PhilRice).

**RESOLVED, FINALLY,** that the NTA Management is hereby authorized to conduct the public bidding for the procurement of farm inputs for the IFOIGAP-Rice CY 2019 Wet Season.

**UNANIMOUSLY APPROVED.....”**

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**B. DEMOLITION OF OLD NTA CENTRAL OFFICE BUILDING**

Dr. Lopez reported that she already coordinated with the Bureau of Internal Revenue (BIR) with respect to the procedure they adopted for the demolition of their old building at Intramuros, Manila. She said she was informed by the BIR officials that they even realized income of about Php600,000.00 from the said demolition. She recommended to the NTA Governing Board for the immediate demolition of the old NTA Building.

Dir. Victorio suggested to demolish the building as soon as possible due to series of earthquakes for the past days. He said it is no longer safe to stay and all personnel staying thereat should immediately vacate the old building.

Dir. Casela also suggested to remove all air conditioning units from the old building and distribute the same to the different NTA Branch Offices.

Dir. Salanga inquired on the negotiation for the engagement of services of the Department of Public Works and Highways (DPWH). Dr. Lopez said that the DPWH has already given the go signal for NTA to proceed with the demolition and can now work out with the application for demolition permit with the Quezon City Building Official.

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**C. CAPABILITY ENHANCEMENT FOR THE INDUSTRIAL RESEARCH DEPARTMENT**

Dr. Bonoan reported that he already coordinated with the manufacturing sector on the latest modalities of laboratory equipment for cigarette testing. Ms. Benosa added that the DBM allowed the inclusion of the unutilized budget for Capability Enhancement of previous years and it was already included in the APB for FY 2020.

The NTA Governing Board likewise recommended the inclusion of budget for the establishment of the Tobacco Grading Institute.

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**D. IDENTIFICATION OF FOCAL PERSON/S PER PROGRAM/PROJECT**

Dir. Casela moved for NTA Management to identify focal person for each project to be able to assist Dir. Drapete on financial and technical budgetary concerns. Dir. Salanga seconded the motion. Thereafter, the board adopted the following resolution, to wit:

**RESOLUTION NO. 1061-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby directs the NTA Management to designate focal person/s for the following NTA Programs and Projects, to wit:

- a. Total Contract Growing System of all tobacco farmers, whether NTA-assisted or Buyer-Firm Assisted, with 100% subsidy on farm inputs;
- b. Increased coverage of IFOIGAP-Rice Production with 20% subsidy;
- c. Curing Barn Assistance Project with 20% subsidy, including standardization/improvement of curing barn design;
- d. Irrigation Facility Assistance Projects, such as, water impounding, water pumps;
- e. Farm Mechanization to deter farm labor inadequacy and reduction of cost of production;
- f. Fuelwood Sustainability through Reforestation Projects, Revival of the KPP Project, Synchronized Tree Planting;
- g. Scholarship Program for Tobacco Farmer Dependents;
- h. Livelihood Trainings for Tobacco Farmers;
- i. Establishment of the Tobacco Grading Institute;
- j. Farmers Organizational Development Program;
- k. Seedling Production Project;
- l. Research Expansion on the Alternative Uses of Tobacco;
- m. Standardization of Contents of Cigarettes, such as Nicotine, Tar and Carbon Monoxide;
- n. Rationalization of the Organizational Staffing Pattern to cope-up with the increasing mandates of the NTA;
- o. Career Development and Training Opportunities for All NTA Officials and Staff; and
- p. Infrastructure Projects, such as construction of new NTA Central Office Building.

The assigned focal person/s for each program/project shall be responsible for the determination of budgetary needs for the implementation of all components under each program/project.

**UNANIMOUSLY APPROVED.....”**

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**E. DESIGNATION OF NTA OFFICIALS TO CONSTITUTE THE CHANGE MANAGEMENT COMMITTEE**

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



**RESOLUTION NO. 1062-2019**

**“BE IT RESOLVED, AS IT IS HEREBY RESOLVED,** that the NTA Governing Board hereby designates the following NTA Officials to constitute the NTA Change Management Committee, to wit:

Chairperson - Dr. Cristina C. Lopez  
Department Manager III  
Administrative Department

Vice-Chairperson - Dr. Giovanni B. Palabay  
Department Manager III  
NTA-La Union Branch Ofc

**RESOLVED, FURTHER,** that the Committee shall determine the need to create more jobs/positions and other technical staffing positions based on the increasing mandates of the NTA.


**RESOLVED, FINALLY,** that the Committee Chairperson is hereby authorized to recommend the designation of other NTA officials and staff as Committee Members to render technical assistance for the attainment of its purposes.

**UNANIMOUSLY APPROVED.....”**  
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**VI. ADJOURNMENT**


There being no other matter to be taken up and upon motion of Dir. Martinez, duly seconded by Dir. Victorio, the meeting was officially adjourned at 3:20 P.M.

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**PREPARED AND CERTIFIED CORRECT:**

  
**ATTY. ROBERT A. AMBROS**  
Acting Board Secretary V


**ATTESTED:**

  
**Hon. ROBERT L. SEARES**  
Vice-Chairman and Administrator

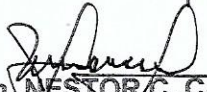
  
**Hon. RODOLFO F. SALANGA**  
Appointive Director, Tobacco Manufacturing Sector



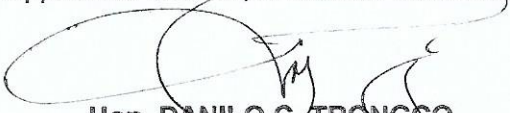
Hon. **WILFREDO C. MARTINEZ**  
*Appointive Director, Tobacco Farmers Sector*



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-SIXTH (96<sup>th</sup>) SPECIAL BOARD MEETING OF THE NTA BOARD OF DIRECTORS  
HELD AT THE NTA BOARD ROOM, THIRD FLOOR, BEN-LOR BUILDING  
QUEZON AVENUE, QUEZON CITY, 26 APRIL 2019, 12:00 NOON**

**ATTENDANCE SHEET**

**PRESENT:**

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

*(on official business)*

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

*(on official business)*

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

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

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

*[Signature]*

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

*[Signature]*

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

*[Signature]*

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

*[Signature]*

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

*[Signature]*

**OTHERS PRESENT:**

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

*[Signature]*

2. *Conrada N Rinen*

*[Signature]*

3. *Kyra clamata*

4. *Cristina C. Lopez*

5. **Ma. TERESA B. LAUDENCIA** *[Signature]*

6. **FORTUNA C. BENOSA**

7. **RAMON R. MUNCAL**

8. **ALONA A. MANGANAM**

*[Signature]*