



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-SEVENTH (97TH) SPECIAL MEETING OF THE NTA
GOVERNING BOARD HELD AT THE BOARD ROOM, 3/F BEN-LOR BUILDING
QUEZON AVENUE, QUEZON CITY
31 MAY 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

Others Present:

Mr. ENRIQUE G. DELA CRUZ	-	Representative of the Alternate Chairman
Atty. ROBERT A. AMBROS	-	Department Manager III, Regulation Dept. & Acting Board Secretary V
Dr. CRISTINA C. LOPEZ	-	Department Manager III, Admin. Dept.
Dr. ROBERTO R. BONOAN	-	Department Manager III, IRD
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.
Engr. CESARIO G. SAMBRANA	-	Dept. Manager III, NTA-Pangasinan BO
Mr. HERMAN C. TORRES	-	Dept. Manager III, NTA-Isabela BO
Mr. HERMOGENES A. GALVEZ	-	Project Manager I
Dr. GIOVANNI B. PALABAY	-	Dept. Manager III, NTA-La Union BO
Ms. ESTRELLA G. DE PERALTA	-	Dept. Manager III, NTA-Candon BO
Ms. MINERVA P. MIZAL	-	Dept. Manager III, NTA-Vigan BO
Dr. CORAZON R. RIAZONDA	-	Dept. Manager III, NTA-Cagayan BO
Ms. LUZVIMINDA U. PADAYAO	-	OIC, NTA-Ilocos Norte BO
Ms. ESMERALDA G. VALERA	-	Dept. Manager III, NTA-Abra BO
Ms. NORA A. CORRE	-	OIC-Project Manager I
Dr. MIKAEL G. CRISOLOGO	-	Consultant, AgriPinoy Projects
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 11:30 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; and
6. Dir. DANILO C. TRONGCO.

The Acting Board Secretary likewise recognized the presence of all others present in the board meeting.

IV. FOR APPROVAL/CONFIRMATION/CONSIDERATION:

A. APPROVAL OF THE AGENDA OF THE 97TH SPECIAL MEETING OF THE NTA GOVERNING BOARD HELD THIS 31 MAY 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 97th Special Meeting held this 31 May 2019.

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

RESOLUTION NO. 1071-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Agenda for the Ninety-Seventh (97th) Special Meeting of the NTA Governing Board held this 31st day of May 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-FOURTH (124TH) REGULAR MEETING OF THE NTA GOVERNING BOARD HELD ON 17 MAY 2019 AT THE BOARD ROOM, 3/F BEN-LOR BUILDING, QUEZON AVENUE, QUEZON CITY

The Presiding Officer presented the Minutes of the 124th Regular Meeting of the NTA Governing Board held on 17 May 2019 for their consideration and approval.

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

RESOLUTION NO. 1072-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board approves the Minutes of the One Hundred and Twenty-Fourth (124th) Regular Meeting of the NTA Governing Board held on 17 May 2019 at the Board Room, 3/F Ben-Lor Building, Quezon Avenue, Quezon City.

UNANIMOUSLY APPROVED.....”

C. DELEGATION OF AUTHORITY TO SIGN ALL DOCUMENTS FOR PRODUCTION/FACILITY ASSISTANCE PROJECTS TO THE BRANCH MANAGERS

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

RESOLUTION NO. 1073-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the delegation of authority to the Branch Managers/Officers-in-Charge to sign all documents for Production/Facility Assistance Projects, such as but limited to, loan applications, promisory notes, Branch Office’s Summary of Farm Plan and Budget and List of Farmer-Cooperators, etc..

UNANIMOUSLY APPROVED.....”

V. OTHER MATTERS

A. ADOPTING THE FY 2018 PERFORMANCE-BASED BONUS SYSTEM FOR THE NATIONAL TOBACCO ADMINISTRATION (NTA) IN ACCORDANCE WITH EXECUTIVE ORDER NO. 80, S. 2012 AND GCG MEMORANDUM CIRCULAR NO. 2017-01

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

RESOLUTION NO. 1074-2019

ADOPTING THE FY 2018 PERFORMANCE-BASED BONUS SYSTEM FOR THE NATIONAL TOBACCO ADMINISTRATION (NTA) IN ACCORDANCE WITH

**EXECUTIVE ORDER NO. 80, S. 2012 AND GCG
MEMORANDUM CIRCULAR NO. 2017-01**

WHEREAS, on 20 July 2012, President BENIGNO S. AQUINO III issued Executive Order (E.O) No. 80, s. 2012, which directed the Governance Commission on GOCCs (GCG) to issue the necessary guidelines for the Performance-Based Incentive (PBI) System of GOCCs under GCG's jurisdiction;

WHEREAS, GCG Memorandum Circular (M.C.) No. 2017-01 established the rules and regulations for the Interim Performance-Based Bonus (PBB) System for Qualified Officers and Employees of GOCCs covered by GCG pursuant to the "GOCC" Governance Act of 2011" (R.A. No. 10149);

WHEREAS, the NTA Governing Board adopted Resolution No. 880-2018 dated 24 July 2018, providing the policy guidelines in the distribution of the PBB as per clustered departments/units/offices;

WHEREAS, subject to further evaluation by GCG, the NTA has attained a weighted average of **91.70% based** on its Performance Scorecard for 2018, and has complied with all Good Governance Conditions, pursuant to GCG MC No. 2017-01;

WHEREAS, E.O. No. 80 s. 2012 requires that the funds for the grant of PBB in GOCCs shall be charged against their respective corporate funds, subject to the approval of their respective governing boards; and

WHEREAS, no other performance-based incentive or its equivalent has been granted to the Officers and Employees of NTA for FY 2018.

BE IT –

RESOLVED, the Board hereby **APPROVES** the following:

1. Application for authorization from GCG to grant the 2018 PBB for Qualified Officers and Employees based on their Percentile Ranking within their respective levels and clustered departments/units/offices, and the applicable rate of incentive.
2. Allocation of an amount not exceeding **Five Million, Four Hundred Ninety-two Thousand, Eight Hundred Eighty-Two pesos and Ninety-Eight Centavos (PhP5,492,882.98) based on 2018 PBB Form 3A**, chargeable against the corporate funds, for the grant of the FY 2018 PBB to qualified Officers and

Employees; Provided, the grant of the FY 2018 PBB is subject to the approval and/or adjustment by the GCG.

3. Authorization of the Chairperson of the Governing Board, the Chief Executive Officer, Heads of Finance and Planning or their equivalent in authority and area of responsibility, Chairperson of the Bids and Awards Committee and other Officers concerned, to certify and attest under oath to the veracity of all information disclosed in the submitted documents required in GCG MC No. 2017-01 and such other documents that may be required by GCG.

DONE, this 31st day of May 2019, in Quezon City, Philippines.

UNANIMOUSLY APPROVED.....”

B. HIRING OF CONSULTANT FOR THE PREPARATION OF DETAILED COSTING FOR THE DEMOLITION OF THE NTA BUILDING

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

RESOLUTION NO. 1075-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the hiring of consultant for the preparation of detailed costing for the demolition of the NTA Building with a rate of P50,000.00, per month.

UNANIMOUSLY APPROVED.....”

C. AGRIPINOY MEAT PROCESSING PROJECT

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

RESOLUTION NO. 1076-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby approves the recommendation to stop the dispersal of hogs for the AgriPinoy Meat Processing Project and continue to operate until the final disposal of the plant/facility.

RESOLVED, FURTHER, Ms. Nora A. Corre is hereby directed to reduce the manpower complement of the AgriPinoy Project.

RESOLVED, STILL FURTHER, that the Acting Board Secretary is hereby directed to study the legality of terminating the contracts for the suppliers of hogs and feeds.

RESOLVED, STILL FURTHER, that Ms. Minerva P. Mizal, is hereby directed to provide the Top Management with the contact number/s of San Miguel Corporation which was interested to acquire the AgriPinoy Meat Processing Plant.

RESOLVED, FINALLY, that Dr. Cristina C. Lopez, is hereby directed to cause the appraisal of the AgriPinoy Meat Processing Plant by a third party.

UNANIMOUSLY APPROVED.....”

D. IFOIGAP-RICE WET SEASON 2019

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

RESOLUTION NO. 1077-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby amends Board Resolution No. 1060-2019 dated 26 April 2019 with respect to the requirement of “Blue tag” for Palay Seeds and to allow the use of “Certified or Good Seeds” for the IFOIGAP-Rice Production Project in view of non-availability of palay seeds with “Blue Tags”.

UNANIMOUSLY APPROVED.....”

E. KAKAHUYANG PANGKALIKASAN AT PANGKABUHAYAN (KPP) PROJECT

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

RESOLUTION NO. 1078-2019

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the NTA Governing Board hereby clarifies the Memorandum of Agreement (MOA) with the Universal Leaf Philippines Inc. in connection with the KPP Project of the NTA, the same to be amended, as follows:

1. ULPI shall retain its exclusive right to purchase the trees produced by its own contracted tobacco farmers, including those

- produced by tobacco-farmers under previous contract with the PMFTC Inc.;
2. Other buyer-companies shall also have the exclusive right to purchase the trees produced by their own contracted tobacco-farmers; and
 3. Trees produced by independent farmers/individuals shall be shared proportionally by all tobacco companies based on the volume of tobacco acceptances recorded by NTA for the immediate past trading season.

UNANIMOUSLY APPROVED.....”

F. FTSD REPORT ON FARM INPUTS FOR IFOIGAP-TCGS CY 2018-2019

Dir. Salanga called the attention of Ms. Riñen. He said that he requested for CY 2018-2019 data, however, Ms. Riñen submitted the data for CY 2017-2018. Dir. Salanga also stated that the reason for requesting the data for CY 2018-2019 was to determine the cause for over procurement of farm inputs. Dir. Salanga then demanded a valid justification from Ms. Riñen.

Ms. Riñen replied that the reason for the over procurement was that the FTSD unintentionally overlooked to deduct the inventories as against the total requirements of the Branch Offices. Ms. Riñen also informed the Members of the Board that another reason for the discrepancy was that there were changes in the submissions by the BOs as to the type of tobacco to be planted from Full Flavor to Neutral Flavor.

Dir. Salanga asked the Branch Managers if they agree with the statements of Ms. Riñen. All the Branch Office Managers, except Cagayan and Isabela, replied that their inventories were not deducted from the total requirements, hence, their inventories still remain.

Dir. Salanga directed the Acting Board Secretary to put on record the negligence committed by Ms. Riñen in the consolidation of farm input requirements of the different branch offices.

Ms. Riñen admitted her negligence but committed not to repeat the same. She reported that starting with the Rice Wet Season 2019, the FTSD has already made sure that the inventories were already deducted from that submitted to be purchased by the Bids and Awards Committee (BAC).

VI. ADJOURNMENT


There being no other matter to be taken up and upon motion of Dir. Trongco, duly seconded by Dir. Martinez, the meeting was officially adjourned at 2:30 P.M.

The board agreed to conduct the next meeting on the following dates:

- a. Committee Meeting - 13 June 2019, 9:00 A.M.; and
 - b. 125th Regular Meeting - 14 June 2019, 10:00A.M.
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PREPARED AND CERTIFIED CORRECT:



ATTY. ROBERT A. AMBROS
Acting Board Secretary V

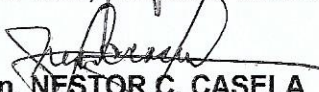
ATTESTED:



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

**NINETY-SEVENTH (97th) SPECIAL BOARD MEETING OF THE NTA BOARD OF DIRECTORS
HELD AT THE NTA BOARD ROOM, THIRD FLOOR, BEN-LOR BUILDING
QUEZON AVENUE, QUEZON CITY, 31 MAY 2019, 10:00 A.M.**

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 [Signature]

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

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 (on leave of absence)

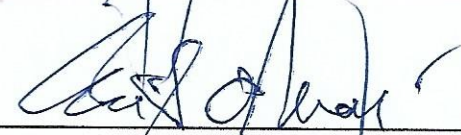
OTHERS PRESENT:

1. **Atty. ROBERT A. AMBROS**
Acting Board Secretary [Signature]
2. **Dr. CRISTINA C. LOPEZ** [Signature]
3. **ENRIQUE G. DELA CRUZ** [Signature]
4. **ESMERALDA G. VALERA** [Signature]
5. **LORAN R. RIAZANZA** [Signature]
6. (see continuation on page 2)

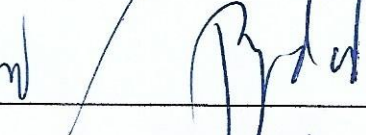
HERMILAN C. TORRES



Estrella G. Referralta



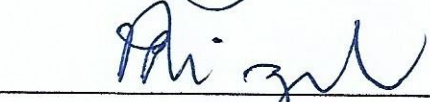
Muzo, mirtha U. Pedraza



HERMOGENES A. GALVEZ



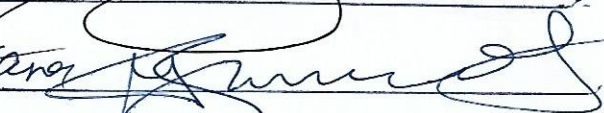
MINERVA P. MIZAL



GIOVANNI B. PALABAY



Cecilio Sambrano



NORA A. COKE



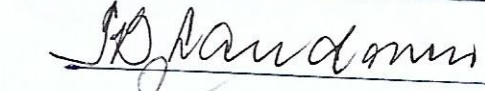
Miguel Arcego



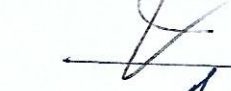
Dr. ROBERTO R. BONOAN




Ms. MA. TERESA B. LAUDENCIA



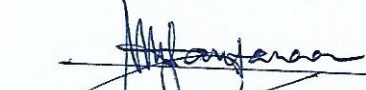
Ms. IMELDA RIÑEN



Ms. FORTUNA C. BENOSA



Ms. ALONA A. MANGANAAN



Mr. RAMON R. MUNCAL



Ms. KYRA P. CLAMAÑA

