



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTY-FIFTH (165TH) REGULAR BOARD MEETING
OF THE NTA BOARD OF DIRECTORS, HELD AT THE
NTA BOARD ROOM, 11/F UPPER CLASS TOWER, QUEZON AVENUE, QUEZON CITY
17 AUGUST 2023 (9:00 AM)**

PRESENT:

18	Hon. DEOGRACIAS VICTOR B. SAVELLANO	-	Undersecretary, Department of Agriculture & Alternate Chairman / Presiding Officer
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21	Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator & CEO
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23			
24	Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Exporters Sector
25	Dir. NESTOR C. CASELA	-	Member, Academic Community Sector
26	Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
27	Dir. LUZVIMINDA U. PADAYAO	-	Member, Tobacco Farmers Sector
28	Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

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30			
31	Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
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33			
34	Mr. BENEDICTO M. SAVELLANO	-	Deputy Administrator for Support Services
35	Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
36	Atty. ROHBERT A. AMBROS	-	Manager, Regulation Department
37	Mrs. DINAH E. PICHAY	-	Manager, Internal Audit Department
38	Mrs. FORTUNA C. BENOSA	-	Manager, Corporate Planning Department
39	Mrs. MYRNA O. LOZANO	-	Manager, Industrial Research Department
40	Mr. REYNALDO R. AQUINO	-	OIC - Finance Department
41	Mr. FREDDIE G. LAZO	-	Public Relations Officer V
42	Mrs. ZENAIDA T. ARROJO	-	Manager, Administrative Department
43	Atty. JUN FRED V. PARADO	-	Attorney V, Office of the Administrator
44			
45	Mr. LEXTER C. CABANTING	-	Acting Board Secretary V Administrative Assistant I (JO)

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Deogracias Victor B. Savellano, Undersecretary of the Department of Agriculture and Alternate Chairman called the meeting to order at 9:30AM.

ATTY. PARADO: Good morning to each and everyone. To our participants in the Board Room and to those attending through the virtual or online platform, good

1 morning. For our 165th Regular Meeting of the NTA Governing Board,
2 witness the Hon. DA Undersecretary, Deogracias Victor B. Savellano,
3 presiding. Sir.

4 **USEC. SAVELLANO:** I call the Meeting to Order. So, Secretary, please determine the Quorum.

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7 **III. DETERMINATION OF QUORUM**

8 **ATTY. PARADO:** Thank you Mr. Chair. So, for our 165th Regular Meeting, we have the
9 following participants.

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11 Of course, we have the Hon. Deogracias Victor B. Savellano, DA
12 Undersecretary and DA-OSEC representative. We also have the Hon.
13 Belinda S. Sanchez, NTA Administrator and CEO.

14
15 Also, we have the members of the NTA Governing Board. Representing the
16 Academic Community Sector, Dir. Nestor C. Casela. We also have Dir. Danilo
17 C. Trongco, representing the Tobacco Farmers Sector; Dir. Luzviminda U.
18 Padayao, representing the Tobacco Farmers Sector. Through the online
19 platform, we have Dir. Wilfredo C. Martinez, representing the Tobacco
20 Farmers Sector; and Dir. Jessie Pat M. Serna, representing the Tobacco
21 Exporters/Traders Sector.

22
23 We would like also to recognize the presence of Mr. Benjamin V. Sarmiento,
24 our Executive Assistant IV/Special Assistant to the Administrator, and our
25 Deputy Administrators, Deputy Administrator for Support Services, Mr.
26 Benedicto M. Savellano, and our OIC-Deputy Administrator for Operations,
27 Dr. Giovanni B. Palabay. Also, our Manager of the Internal Audit
28 Department, ma'am Dinah E. Pichay; the Manager of the Regulation
29 Department, Atty. Rohbert A. Ambros; the Manager of the Corporate
30 Planning Department, ma'am Fortuna C. Benosa; the Manager of the
31 Industrial Research Department, Mrs. Myrna O. Lozano; and the Manager of
32 the Administrative Department, Mrs. Zenaida T. Arrojo. We likewise have
33 the OIC of the Finance Department, Mr. Reynaldo R. Aquino; and the Public
34 Relations Officer V of the OAD, Mr. Freddie G. Lazo. As such Mr. Chair, we
35 have a Quorum.

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37 **USEC. SAVELLANO:** There being a Quorum, we are now going to the reading of the agenda.

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39 **ATTY. PARADO:** Thank you, Mr. Chair. So, for our agenda in this Board Meeting, we have the
40 request for **"Approval of the Agenda of the 165th Regular Meeting of the**
41 **NTA Governing Board, held on 17 August 2023 at 9:00 AM, at the NTA**
42 **Board Room, 11/F Upper Class Tower, Quezon Avenue, Quezon City".**

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44 **USEC. SAVELLANO:** Can we have a motion?

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46 **DIR. TRONGO:** Hon. USEC, I respectfully move for the **"Approval of the Agenda of the**
47 **165th Regular Meeting of the NTA Governing Board, held on August 17,**
48 **2023, at the NTA Board Room, 11/F Upper Class Tower, Quezon**
49 **Avenue, Quezon City".**

50
51 **DIR. PADAYAO:** I second the motion.

52
53 **USEC. SAVELLANO:** There's been a motion, and having been duly seconded, the same is hereby
54 **APPROVED.** Next...

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BOARD RESOLUTION NO. 118. S. 2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 165th REGULAR MEETING OF THE NTA GOVERNIG BOARD, HELD ON AUGUST 17, 2023, AT 9:00 AM, AT THE NTA BOARD ROOM, 11TH FLOOR, UPPER CLASS BLDG., QUEZON AVE., QUEZON CITY.

UNANIMOUSLY APPROVED...."

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12 **ATTY. PARADO:** Thank you, Mr. Chair. For our next agenda, we have the request for the
13 "Approval of the Minutes of the 119th Special Meeting of the NTA
14 Governing Board, Held on 27 July 2023, at 9:00 AM, at the NTA Board
15 Room, 11/F Upper Class Bldg., Quezon Avenue, Quezon City".

16 **USEC. SAVELLANO:** Is there anyone who will make a motion?

17
18 **DIR. CASELA:** Mr. Chairman, I move for the "Approval of the Minutes of the 119th
19 Special Meeting of the NTA Governing Board, held on 27 July 2023, at
20 9:00 AM, at the NTA Board Room, 11/F Upper Class Tower, Quezon
21 Avenue, Quezon City."

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23 **DIR. PADAYAO:** I second the motion.

24
25 **USEC. SAVELLANO:** It has been moved and seconded. Since there is no objection, the same is
26 **APPROVED.** So, we now go to the next item.

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28 **BOARD RESOLUTION NO. 119. S. 2023**

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30 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 119th SPECIAL MEETING OF THE NTA GOVERNING BOARD, HELD ON JULY 27, 2023, AT 9:00 AM, AT THE NTA BOARD ROOM, 11th FLOOR, UPPER CLASS BLDG., QUEZON AVE., QUEZON CITY.***

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32 ***UNANIMOUSLY APPROVED...."***

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38 **ATTY. PARADO:** Thank you very much, Mr. Chair. So, for the next agenda we have the
39 request for "Adoption of the Report on Tobacco Acceptances for 2023
40 Trading Operations, with Particular Types and Sub-Types of Tobacco,
41 as of 31 July 2023."

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43 For the information and appreciation of the Hon. USEC. and Presiding
44 Officer, may we request the Resource Person to render his report. May we
45 call on Atty. Rohbert A. Ambros, Manager, Regulation Department. Go
46 ahead Sir.

47
48 **USEC. SAVELLANO:** Atty. Ambros is recognized.

49
50 **ATTY. AMBROS:** Thank you, Mr. Chair. I have the honor to report to you the Status of the
51 Tobacco Acceptances as of July 31, 2023. So, for the Virginia tobacco type
52 we have already accepted 14,021,290.88 kilograms so that 72.84% of the
53 purchase commitment made by the tobacco buyers for the Burley type, we
54 accepted 6,918,635.94 kilograms and that is 85.73% of the purchase
55 commitment of the eight million; and, for the native type, we have accepted
56

1 15,215,817.76 kilograms that is 98.10% of the purchase commitment of
2 15.5 million. All in all, your honor, we have current acceptances of
3 36,155,744.58 as of July 31, so that is only 84.42% of the expected
4 production for this year, your honor.

5
6 **USEC. SAVELLANO:** Are we increasing or decreasing?

7
8 **ATTY. AMBROS:** As compared to last yea, your honor, we have decreased by 2 million.

9
10 **USEC. SAVELLANO:** What are the causes of that?

11
12 **ATTY. AMBROS:** We have experienced freak rains this year, your honor. That's why the
13 affected yield of tobacco farmers; and of course, the quality of tobacco
14 produced was also affected.

15
16 **USEC. SAVELLANO:** So, what is our move to increase production?

17
18 **ATTY. AMBROS:** Your Honor, during the freak rain incident, we have extended assistance to
19 the tobacco farmers by providing them bio-stimulants to recover their
20 affected plants; and, at the Department of Agriculture, they provided a
21 Quick Response Fund to affected farmers wherein we distributed cattle for
22 them.

23
24 **USEC. SAVELLANO:** That's for increasing their income? After this, what can we do to increase
25 our production? "Ang main concern natin dito dapat is how to increase our
26 production...to produce quality tobacco."

27
28 **ATTY. AMBROS:** We have been doing the early planting, Mr. Chair, to avoid the decrease
29 during the early month end...during December, your honor.

30
31 **USEC. SAVELLANO:** Kung may freak rains ba, what happens to the leaves?

32
33 **ATTY. AMBROS:** Dr. Palabay can answer you, your honor.

34
35 **DR. PALABAY:** Good morning, sir. Usually, if there's freak rains the tendency is that the
36 leaves of the tobacco are affected.

37
38 **USEC. SAVELLANO:** So, nagiging reject?

39
40 **DR. PALABAY:** Tendency po, kasi when you cure the tobacco leaves, ang tendency po is
41 nagiging black. In case na talagang black na ang tabako, nagiging reject po.

42
43 **USEC. SAVELLANO:** How can farmers cure? So, pag reject na, separate na. So, kung reject na,
44 wala ba tayong ibang paraan para makinabang parin 'yong farmers sa reject
45 na 'yon? Totally wala na bang value 'yan or baka pwede magka value rin?

46
47 **DR. PALABAY:** Basta po, ma address natin specially kung naulanan nga we apply bio-
48 stimulants para at least lalago yung dahoon, at least lesser ang effect ng
49 freak rain. Pero incase na talagang black na or reject na 'yong tobacco, 'iyon
50 po, we try to reconsider na lang po sa mga buyers basta within the average
51 floor price, from 46 pesos.

52
53 **USEC. SAVELLANO:** Ang iniisip ko lang, kung sa research natin 'yong mga nabibili na reject na
54 or waste, na instead wala nang pakinabang ng mga farmers baka meron
55 pang ibang paggagamitan.

56

- 1 **DR. PALABAY:** Yun po meron po kaming tobacco processing plant po, kung talagang
2 magiging reject na talaga or unusable na 'yong dahon, we try to process
3 them into tobacco dust. 'Yun po 'yong isang project natin.
- 4 **USEC. SAVELLANO:** What we are going to do to tobacco dust?
- 5
6 **DR. PALABAY:** Yes sir, like this is an organic molluscicide pesticide, sa fishponds sir para
7 maging lablab po ito as food or feeds po ng mga isda.
- 8
9 **DIR. TRONGO:** USEC., kasi hands on ako sa fisheries, kaya gusto natin na ma-impart sa
10 Bureau of Fisheries kasi karamihan kasi sa fishpond ko eh gumagamit sila
11 ng chemical supplies para pang washing, eh ang maganda diyan kahit hindi
12 mo na pang-wash eh magiging lablab nay an eh. Sir, kung gusto ko lang sana,
13 matagal na ako sa fisheries eh.
- 14
15 **USEC. SAVELLANO:** Anyway, but ibang discussion na 'yon. But we need to explore what will do.
16 "Gumawa kayo ng proposal so I can memo to the Secretary 'yong mga
17 ganitong alternatibong gagawin natin kasi usually, 'pag naulanan na wala
18 na kaya baka pwede natin itong pakinabangan. Eh di may additional income
19 pa 'yong farmer.
- 20
21 **DIR. CASELA:** May I, sir. Through our research department, because of current freak rains
22 which destroyed the quality of tobacco, our NTA research department came
23 up with a technology of curing wet tobacco. Now, there is a system to cure
24 wet tobacco wherein there's a modification as to the adjustment of the air
25 vents.
- 26
27 **USEC. SAVELLANO:** So, meron na ba 'yan?
- 28
29 **DIR. CASELA:** Yes, meron na sir. It's been a practice if there is a freak rain, sir.
- 30
31 **USEC. SAVELLANO:** Where is this?
- 32
33 **DIR. CASELA:** Lahat, meron na sir.
- 34
35 **USEC. SAVELLANO:** Ah, 'yong mga existing natin.
- 36
37 **DIR. CASELA:** Yes sir, adjustment lang 'yon.
- 38
39 **USEC. SAVELLANO:** Kaya sa 'kin ito maganda, kasi 'pag naulanan na 'yong tabako nada-down r
40 'yong tao eh. So, tingin tayo ng mga ganito. Ito ang maganda nating ipakit
41 we have RA 4155.
- 42
43 So, madam Administrator, mag-draft na tayo and I will make a memo. A
44 na 'yong magdala na lang sa President, kay Secretary, para at least nakik
45 na 'yong dying industry ng tabako, kahit may climate change, there's a w
46 to avoid, 'di ba?
- 47
48 **ATTY. AMBROS:** To continue, your honor. For the distribution of the grades for the accep
49 tobacco of Virginia, Burley, and Native Tobacco sub-types, this is the t
50 distribution. For the high grade, we recorded 67.34%, medium gr
51 14.66%, low grade 10.56%, reject 6.45%, and we have ND of 0.99%. So
52 combining high grade and medium grade, there's 82.88%, combined !
53 M2 Grades. For your information, your honor, we have a target from
54 GCG which is supervising our agency to have a yield of 81.81% Hig
55

1 Medium grade, but we are still above the target for this crop year, your
2 honor, for the year 2022-2023.

3
4 **USEC. SAVELLANO:** Can you identify the municipalities who have a high grade, or kung sino ang
5 nagpo-produce ng high grade?

6
7 **ATTY. AMBROS:** Yes sir. We have data for those details, but we have not included the data
8 for today. We will just be sending them in your office, your honor. Next
9 slide...

10
11 For the trading operations of Virginia and Burley, all buying stations are
12 closed, and for the Native type buying stations, we still have 3 buying
13 stations in Region I and we have 1 still in Region II. In Visayas and
14 Mindanao, since their cropping is whole year, so all their "viajeros" are still
15 buying until December.

16
17 For the next slide, we have tobacco buying stations. There are 33 total
18 number of licenses issued. With notice of cessation of trading, there are 29;
19 with notice of extension, zero; and for on-going trading, we have 4 tobacco
20 buying stations.

21
22 **USEC. SAVELLANO:** Regarding in Mindanao, sabi ng Executive Director ng Bamboo Industry
23 Development Council, nakita namin na talagang ang dami ng nagtanim
24 doon, does not like in Ilocos na alagang-alaga.

25
26 **DR. PALABAY:** Sa Misamis Oriental, may tinatawag po sila na tobacco on the rocks.

27
28 **USEC. SAVELLANO:** Sa San Juan, may tinatawag na "paringit", Yung mga "bat-bato."

29
30 **ATTY. AMBROS:** We are following the tobacco trading period and they should strictly follow
31 those schedules otherwise their trading is illegal.

32
33 **USEC. SAVELLANO:** So, 'yong ongoing, saan 'yan?

34
35 **ATTY. AMBROS:** 3 for Ilocos Region, and 1 in Region II and Isabela.

36
37 **USEC. SAVELLANO:** In Mindanao?

38
39 **ATTY. AMBROS:** In Mindanao, there are "viajeros."

40
41 **USEC. SAVELLANO:** Ano naman ang kaya nating itulong sa kanila in terms of trading?

42
43 **DR. PALABAY:** Licensing sir. Usually, we assist in terms of providing permits, kasi malaki
44 'yong kinikita nila.

45
46 **USEC. SAVELLANO:** 100 leaves daw, mga 2,400?

47
48 **DR. PALABAY:** Yes sir, bale po isang "pardo." Ang tawag 'don is "pardo".

49
50 **USEC. SAVELLANO:** Compared to Virginia at Native natin.

51
52 **DR. PALABAY:** Per kilo po 'yong atin, 100 leaves per mano.

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54 **ATTY. AMBROS:** That would be all for my presentation, because next Board Meeting, I will
55 present you the updated trading reports, and maybe some branch offices

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will already submit their trading reports, so that we can finalize the outcome of the trading for this year, your honor. Thank you.

ATTY. PARADO: Mr. Chair, can we ask a member of the Board of Directors for a Motion to Approve.

DIR. PADAYAO: Mr. Chair, I move for the Adoption of the Report on Tobacco Acceptances for 2023 Trading Operations, with Particular Types and Sub-Types of Tobacco, as of 31 July 2023. Though, this is partial waiting for the result of the after-trading operations report of the different branches.

DIR. CASELA: I second the motion.

USEC. SAVELLANO: It has been moved and seconded. There being no any objection, the same is *APPROVED*.

BOARD RESOLUTION NO. 120, S. 2023

***“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD ADOPTS THE REPORT ON TOBACCO ACCEPTANCES FOR 2023 TRADING OPERATIONS, WITH PARTICULAR TYPES AND SUB-TYPES OF TOBACCO, AS OF 31 JULY 2023, SUBJECT TO BOARD RECOMMENDATIONS.*”**

UNANIMOUSLY APPROVED....”

USEC. SAVELLANO: Next item...

ATTY. PARADO: Thank you very much Mr. Chair. For our next item, we have the **“Adoption of the Report on the Preparation, Timetable and Activities for the Conduct of the 2023 Tobacco Tripartite Consultative Conference.”**

Again, to report, may we call Dr. Giovanni B. Palabay, OIC-Deputy Administrator for Operations, together with Atty. Ambros, Manager of the Regulation Department. Go ahead po.

DR. PALABAY: Yes sir. This year, we will be conducting the Tripartite Conference, because this is done on a bi-annual basis, meaning after two years. So, there are 3 levels of conference among the tobacco farmers, as well as the traders who will be participating in the final tripartite.

The first level sir will be done in our branch level, wherein all the farmer representatives or farmer leaders will be grouped into types of tobacco they are planting and sub-types, so they will be coming up with the cost of production on the yield per hectare, as well as the quality index.

For the next level, it will be conducted in the provincial level in Vigan City, at the Vigan Provincial Capitol. This will be participated by the representatives of all farmer leaders from the different provincial branches from Regions I and II, and Cordillera on September 14, 2023.

And for the final tripartite, all the major stakeholders will be participating and it will be held on October 4-5, 2023, wherein all stakeholders will be coming here in the Central Office for us to determine the floor price for the next two trading seasons or trading years for 2024-2025.

1 **USEC. SAVELLANO:** Any discussion?

2
3 **ATTY. AMBROS:** Yes, your honor. For the presentation details of the opening statement of
4 Dr. Palabay, I will just be presenting to you the background on setting the
5 floor price, your honor.

6
7 On setting of Floor Prices, it was enacted under RA 1135, wherein the
8 power to set floor price to the margin profit of the farmers was reiterated
9 by Republic Act No. 2265. The same power was given to the Virginia
10 Tobacco Administration; to ensure that the farmers will have reasonable
11 prices of their investments. This provision was reiterated in such
12 succeeding laws such as Presidential Decree No. 627, PD 1481 and this was
13 incorporated with the 2018 Trading Rules and Regulations.

14
15 We also have the Approval of Proposed Budget, Budget Proposal on the
16 conduct of 2023 Tobacco Tripartite Consultative Conference; the
17 Preparation of Special Orders of the Selected Farmer Leaders, NAFTAC
18 representatives, and STOP Exploitation-Observer for endorsement for
19 approval; and, September 25-30, 2023, Fund transfer needed budget, per
20 BO, to defray expenses for local of Farmer-leaders, NAFTAC and STOP
21 Exploitation, for Vigan only, for the attendance on the conduct of 2023
22 Tobacco Tripartite Consultative Conference.

23
24 In preparation for the forthcoming Branch Office Farmers' Consultative
25 Conference to be held between August 22 to August 25, 2023, where we
26 have to choose 1 day only, this is the breakdown of the participants: the
27 farmers and farmer leaders will be going to branch offices to initially agree
28 on the cost of production for this coming trading year 2024-2025, each
29 branch office has the option to choose what they prefer between August 22
30 to August 25. After this, your honor, the farmer representatives which were
31 invited to the branch office will meet at Candon on September 14, 2023, for
32 that activity. Your honor, we have 141 participants. During the tripartite
33 consultative conference, your honor, if there are changes, we will make a
34 Memorandum of Agreement.

35
36 That's all, your honor. We hope to see you soon on this activity that will be
37 conducted by the NTA.

38
39 **USEC. SAVELLANO:** Next...

40
41 **ATTY. PARADO:** So, can we have a motion for the adoption of the Report from the members
42 of the Board?

43
44 **DIR. TRONGCO:** Mr. Chair, as elaborated by the OIC-DAOP, Dr. Palabay, and Atty. Ambros,
45 Manager of the Regulation Department, I move for the adoption of the
46 Report on the Preparation, Timetable and Activities for the Conduct of the
47 2023 Tobacco Tripartite Consultative Conference."

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49 **DIR. PADAYAO:** I second the motion.

50
51 **USEC. SAVELLANO:** It has been moved and having been duly seconded, any objection and
52 discussion? There being none, the same is *APPROVED*.

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BOARD RESOLUTION NO. 121, S. 2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD ADOPTS THE REPORT ON THE PREPARATION, TIMETABLE AND ACTIVITIES FOR THE CONDUCT OF THE 2023 TOBACCO TRIPARTITE CONSULTATIVE CONFERENCE, SUBJECT TO BOARD RECOMMENDATIONS.

UNANIMOUSLY APPROVED....”

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11 **ATTY. PARADO:** Thank you Mr. Chair. For our next agenda, we have the request for
12 **“Approval of the Proposed Budget for the Registration of the Tobacco**
13 **Dust Plus (TD Plus) as a Utility Model with the Bureau of Patents-**
14 **Intellectual Property Office of the Philippines (IPOPIL), in the**
15 **amount of Php150,000.00.”**

16
17 So, for this may we call on our OIC- DAOP, Dr. Giovanni B. Palabay, together
18 with the IRD Manager, ma’am Myrna O. Lozano, for their Record.

19
20 **DR. PALABAY:** In the last Committee and Board Meeting, we have been discussing on the
21 registration of Tobacco Dust Plus or TD Plus as a Utility Model with the
22 Bureau of Patents-Intellectual Property Office of the Philippines or
23 IPOPIL, in the amount of Php150,000.00, and this time we ask for the
24 approval of the budget on its registration. May we ask Ms. Leonora P. Nudo,
25 the Supervising Specialist from NTA Industrial Research Department, to
26 give us some background of this.

27
28 **MS. NUDO:** Thank you Dr. Palabay, Undersecretary Savellano, and Members of the NTA
29 Governing Board. This is the Report on the application and registration of
30 the Tobacco Dust Plus. I have the honor to give you information about.

31
32 Tobacco Dust Plus is made by pure tobacco dust leaves and scientifically
33 tested, standardized, pure tobacco dust formulation developed as a
34 molluscicide, like it controls snails and other predators in fishponds, and as
35 a fertilizer for *lablab* growth.

36
37 **USEC. SAVELLANO:** Bilib ka ba sa produkto mo?

38
39 **MS. NUDO:** Yes, your honor.

40
41 **USEC. SAVELLANO.:** If you do something like this, ‘yong deretso na.

42
43 **MS. NUDO:** Your honor we conducted a feasibility study so ‘yong marketing strategies
44 po was also indicated.

45
46 **USEC. SAVELLANO:** I have been hearing this Tobacco Dust, matagal na ‘to eh, ilang years na
47 pinag-usapan ‘to. So, ano na’ yong gagawin natin para i-commercialize na
48 natin ‘yon, hanapin natin, planuhin na natin.

49
50 **DR. PALABAY:** Actually, we have been commercializing before but due to nasunog po kasi
51 ‘yong planta natin kaya na-stop po and this time we have revived using a
52 model machine, processing machine kaya currently po, as of August 15,
53 2023 po, meron na-process na more than 2,000 bags na po and sold 500
54 bags to our fishpond owners.
55

- 1 **USEC. SAVELLANO:** Dapat i-large scale na natin kasi maganda 'yong produkto. Sino 'yong target
2 market natin?
3
4 **DIR. TRONGCO:** Let's tie up to BFAR.
5
6 **USEC. SAVELLANO:** Kaya nga 'yon 'yong role ko dito. I will make a memo.
7
8 **DIR. TRONGCO:** Kasi sir ang mga fishpond owners natin gumagamit sa chemical.
9
10 **USEC. SAVELLANO:** Kaya nga eh alam ko ang pros at cons niyan. Okay, kasi bilib ka sa produkto
11 mo pero paano ang gagawin natin kasi malaking tulong 'to sa industry eh.
12
13 **MS. NUDO:** Sir, part po is to secure the budget and register. That would be all your
14 honor. Thank you po.
15
16 **USEC. SAVELLANO:** Question. Matagal na natin etong ginagawa 'di ba? Bakit hindi pa i-register.
17 Kasi dapat ASAP na 'yon kasi baka mamaya maunahan pa tayo.
18
19 **MS. NUDO:** Basta po kailangan natin 'tong i-register as a utility model.
20
21 **USEC. SAVELLANO:** Pero 'yong budget, kasya na ba diyan sa lahat-lahat na?
22
23 **MA'AM NUDO:** Yes po.
24
25 **USEC. SAVELLANO:** Kasi dapat 'yong pang kalahatan na eh.
26
27 **MS. NUDO:** Yes, po sir, drafting for the application documents and certificate of utility
28 model.
29
30 **USEC. SAVELLANO:** At least, kahit may freak rain may gamit na.
31
32 **MS. NUDO:** That would be all your honor.
33
34 **USEC. SAVELLANO:** Thank you. So, what is the movement of the body?
35
36 **DIR. CASELA:** Your honor, I move for the Approval of the Proposed Budget for the
37 Registration of Tobacco Dust Plus or TD Plus as a Utility Model with the
38 Bureau of Patents-Intellectual Property Office of the Philippines or
39 IPOPHIL, in the amount of Php150,000.00.
40
41 **DIR. PADAYAO:** I second the motion.
42
43 **USEC. SAVELLANO:** It has been moved and duly seconded. Is there any objection? Hearing none,
44 the same is *APPROVED*.
45

46 **BOARD RESOLUTION NO. 122, S. 2023**

47
48 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
49 ***NTA GOVERNING BOARD APPROVES THE PROPOSED BUDGET***
50 ***FOR THE REGISTRATION OF TOBACCO DUST PLUS (TD PLUS) AS A***
51 ***UTILITY MODEL WITH THE BUREAU OF PATENTS-INTELLECTUAL***
52 ***PROPERTY OFFICE OF THE PHILIPPINES (IPOPHIL), IN THE***
53 ***AMOUNT OF Php150,000.00.***

54
55 ***UNANIMOUSLY APPROVED...."***
56

1 **USEC. SAVELLANO:** Next item...

2
3 **ATTY. PARADO:** Thank you Mr. Chair. For the next Agenda, we have the **“Approval of the Confirmation of six (1) Promotional and/or Original Appointments to Vacant Plantilla Positions.**

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7 To report, we have the Deputy Administrator for Support Services Mr. Benedicto M. Savellano, together with ma’am Zeniada T. Arrojo, the Manager of the Administrative Department. Go ahead sir.

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11 **DASS SAVELLANO:** Good morning USEC, to our Administrator & CEO, ma’am Belinda Sarmiento Sanchez, and to the honorable members of the Board. For the Agenda, may I turn-over to ma’am Zenaida T Arrojo, the Manager of the Administrative Department, and Chairperson of the HRMPSB, for her Report.

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16 **MS. ARROJO:** Okay good morning po. To Hon. USEC. Deogracias B. Savellano, good morning po, and to our Deputies and to the Members of the NTA Governing Board, and others who are joining us today, good morning po. I have the honor to present to you the Shortlist of the candidates for appointments for your approval.

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22 For the Department Manager III of Ilocos Sur- Candon Branch, Region I our OIC-Manager, Mr. Adonis D. Lazo;

23
24
25 Engr. Randy I. Abella, for Department Manager III of Ilocos Norte-Batac Branch Office;

26
27
28 Ms. Alicia A. Malab, as Chief Agriculturist, Cagayan Branch Office, Region II;

29
30 Ms. Lagrimas B. Beltran, for the position of Supervising TPRO of Isabela Branch Office, Region 2;

31
32
33 Ms. Lorelei B. Figarola, as Accountant IV, Finance Department, NCR; and

34
35 Ms. Layca Mae G. Cavinta, for the position of Financial Analyst I, Finance Department.

36
37
38 So, that’s all sir and we are asking for your approval. Thank you.

39
40 **USEC. SAVELLANO:** What is the motion of the body?

41
42 **DIR. CASELA:** Your honor, we give credit to the Selection and Promotion Committee with respect to the interview process when selecting who are those applicants qualified for the positions, and with the presentation of the Manager of the Administrative Department, I move for the “Approval of the Confirmation of six Promotional and/or Original Appointments to Vacant Plantilla Positions”, for 2 Managerial positions, 1 Chief Agriculturist, 1 Supervising TPRO, 1 Accountant IV, and, 1 Financial Analyst I. Thank you.

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50 **DIR. PADAYAO:** I second the motion.

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52 **USEC. SAVELLANO:** It has been moved and duly seconded. Is there an objection to the motion? There being none, the same is APPROVED. Next item....

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BOARD RESOLUTION NO. 123, S. 2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE CONFIRMATION OF SIX (6) PROMOTIONAL AND/OR ORIGINAL APPOINTMENTS TO VACANT PLANTILLA POSITIONS, AS FOLLOWS:

- 1. ADONIS D. LAZO** **DEPARTMENT MANAGER III (JG-14)**
CANDON BRANCH OFFICE
- 2. RANDY I. ABELLA** **DEPARTMENT MANAGER III (JG-14)**
ILOCOS NORTE BRANCH OFFICE
- 3. ALICIA A. MALAB** **CHIEF AGRICULTURIST (JG-12)**
CAGAYAN BRANCH OFFICE
- 4. LAGRIMAS B. BELTRAN** **SUPERVISING TPRO (JG-12)**
ISABELA BRANCH OFFICE
- 5. LORELIE B. FIGAROLA** **ACCOUNTANT IV (JG-12)**
FINANCE DEPARTMENT
- 6. LAYCA MAE G. CAVINTA** **FINANCIAL ANALYST I (JG-8)**
FINANCE DEPARTMENT

UNANIMOUSLY APPROVED....”

ATTY. PARADO: Thank you Mr. Chair. For the next item, we have the **“Approval of the Proposed Revision on the Salary Matrix of NTA’s Compensation and Position Classification System (CPCS).**

To report, may we have ma’am Dinah E. Pichay, Manager, Internal Audit Department, and GCG Focal Person on CPCS Concerns.

MS. PICHAY: Thank you Atty. Good morning to our Hon. USEC. Savellano and Members of the Governing Board. I’m presenting to you the proposed NTA Compensation and Position Classification System or CPCS for approval sir. Just to give context and for the information of USEC. Savellano, we received at NTA the authority to implement the CPCS or the Compensation and Position Classification System following the classification of the NTA, where we were categorized as one.

The minimum and maximum amounts of authorized salaries for each JG will still be retained; Lower SG merged with higher SG into one Job Grade shall start Step 1 and shall follow the usual graduation of step increments every 3 years, up to Step 8 on the 24th year; Higher SG merged with lower SG, shall start at Step 5 and shall likewise follow the step increments every 3 years, with maximum cap equivalent to the amount of Step 8 on the 12th year, except in case of salary increases as may be mandated in the future; and The original request for reclassification of SG 25 positions under JG 13 shall be subject to a separate request.

Example po sir for the GCG kasi, Job Grade 12 nag-merged sa Salary Grade 22 and Salary Grade 24 with SSS.

- 1 For the appreciation of the level of responsibility of the Division Chief, SG
2 24, we are proposing that start with step 5 or 91,937 per month sir and
3 the initial proposal sir was ready for submission for review. Sabi ng GCG,
4 you need to submit to us for our review and if we find it's okay that's the
5 time to seek for approval, and ngayon meron ng signal for approval to
6 seek a Board Resolution for them to approve na sir.
7
8 **USEC. SAVELLANO:** Okay, kung saan kayo masaya.
9
10 **DIR. PADAYAO:** With the manifestation stated and discussed by ma'am Dina, considering
11 the importance of this matter to our employees, I respectfully move for the
12 Approval of the Proposed Revision on the Salary of NTA's Compensation
13 and Position Classification System or CPCS.
14
15 **DIR. CASELA:** Sir, for further discussion. When is the effect of the Salary Matrix?
16
17 **MS. PICHAY:** 'Yun po 'yong hinihintay namin sir, for the formal application of the Matrix.
18
19 **USEC. SAVELLANO:** Is there any objection in the motion?
20
21 **DIR. CASELA:** I second the motion.
22
23 **USEC. SAVELLANO:** It has been moved and duly seconded, the same is APPROVED. Next item....

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25 **BOARD RESOLUTION NO. 124, S. 2023**

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27 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
28 ***NTA GOVERNING BOARD APPROVES THE NTA PROPOSED***
29 ***SALARY STEP ADJUSTMENT UNDER THE COMPENSATION AND***
30 ***POSITION CLASSIFICATION SYSTEM (CPCS).***

31
32 ***RESOLVED FURTHER, THAT A COPY OF THIS RESOLUTION***
33 ***BE FURNISHED THE SECRETARY, DEPARTMENT OF***
34 ***AGRICULTURE, FOR HIS ENDORSEMENT TO THE GOVERNANCE***
35 ***COMMISSION FOR GOCCs (GCG), AS A NECESSARY REQUIREMENT***
36 ***FOR APPROVAL.***

37
38 ***RESOLVED FINALLY, THAT THE PROPOSED REVISIONS***
39 ***SHALL HAVE A RETROACTIVE EFFECT, SUBJECT TO GCG***
40 ***APPROVAL.***

41
42 ***UNANIMOUSLY APPROVED...."***

43
44 **ATTY. PARADO:** Thank you Mr. Chair. So, for our next item is on **Other Matters.**

45
46 Mr. Chair, the proposed schedule for the **120th Special Meeting** of the NTA
47 Governing Board will be on **August 31, 2023**, at 9:00 AM, which is
48 tentative, here at the Board Room. The **Joint Board Committee Meeting**
49 will be on **August 30, 2023**, Wednesday, at 9:00 AM.

50
51 So, before we adjourn, Mr. Chair, may we request our Hon. USEC. for his
52 final instructions sir.

53
54 **USEC.:** Well, Thank you very much for the warm welcome.
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There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. CASELA: I move for the adjournment of the meeting.

DIR. TRONGCO: I second the motion.

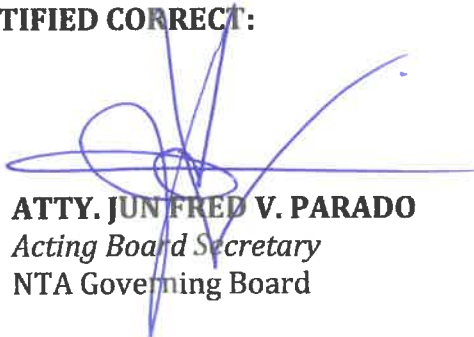
USEC. SAVELLANO: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO, ORDERED.

Thank you.

Note: **THE MEETING WAS ADJOURNED AT EXACTLY 10:30 AM.**

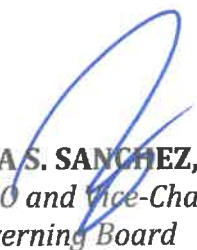
PREPARED AND CERTIFIED CORRECT:



ATTY. JUNFRED V. PARADO
Acting Board Secretary
NTA Governing Board

ATTESTED:

Hon. DEOGRACIAS VICTOR "DV" B. SAVELLANO
Undersecretary, Department of Agriculture
Alternate Representative of the DA Senior Undersecretary
to the NTA Governing Board



Hon. BELINDA S. SANCHEZ, CPA
Administrator/CEO and Vice-Chairman,
NTA Governing Board

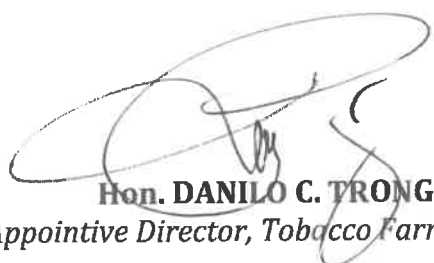


Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



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

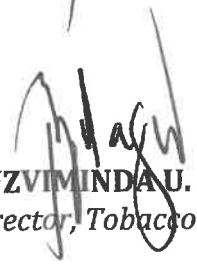
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Hon. DANILO C. TRONGCO
Appointive Director, Tobacco Farmers Sector



Hon. JESSIE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION



11th Floor, Upper Class Tower, Quezon Ave., Quezon City
Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / website: nta.da.gov.ph
ISO 9001: 2015 QMS CERTIFIED

OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND NINETEENTH (119TH) SPECIAL BOARD MEETING OF THE
NTA BOARD OF DIRECTORS, HELD AT THE NTA BOARD ROOM, 11/F UPPER
CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY
27 JULY 2023 (9:00 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Exporters Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community Sector
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Atty. JANE C. BACAYO	-	Assistant Secretary & Undersecretary- designate for Administration, DA
Mr. BENEDICTO M. SAVELLANO	-	Deputy Administrator for Support Services
Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
Atty. ROBERT A. AMBROS	-	Manager, Regulation Department
Ms. FORTUNA C. BENOSA	-	Manager, Cor. Planning Department
Ms. DINAH E. PICHAY	-	Manager, Internal Audit Department
Ms. MYRNA O. LOZANO	-	Manager, Industrial Research Department
Ms. ZENAIDA T. ARROJO	-	Manager, Administrative Department
Mr. REYNALDO R. AQUINO	-	OIC - Finance Department
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 9:00AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She also acknowledged the presence of DA Assistant Secretary and Undersecretary-designate for Administration. Atty. Jane C. Bacayo, DA-OSEC representative for the 119th Special Board Meeting of the NTA Governing Board.

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2 She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order)
3 of the NTA Governing Board, to lead the Opening Prayer.
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6 **II. OPENING PRAYER**
7

8 Mr. Valera, Administrative Assistant I, led the Opening Prayer.
9

10 **III. DETERMINATION OF QUORUM**
11

12 The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to
13 determine the quorum.
14

15 **ATTY. PARADO:** Thank you very much, madam Chair. Good morning to all of us.
16

17 For the 119th Special Board Meeting of the NTA Governing
18 Board, we have here with us, personally present in the Board
19 Room, our NTA Administrator and CEO Belinda S. Sanchez.
20 Good morning, ma'am.

21
22 May we also acknowledge the presence of Atty. Jane C. Bacayo,
23 Assistant Secretary for Administration DA-OSEC, thru the
24 online platform. Also, we have our honorable directors, Dir.
25 Nestor C. Casela, Dir. Luzviminda U. Padayao, Dir. Wilfredo C.
26 Martinez, Dir. Danilo C. Trongco and Dir. Jessie Pat M. Serna,
27 thru online platform.
28

29 We also acknowledge the presence of Mr. Benedicto M.
30 Savellano, Deputy Administrator for Support Services; Dr.
31 Giovanni B. Palabay, OIC-Deputy Administrator for Operations;
32 Atty. Rohbert A. Ambros, Manager, Regulation Department; Ms.
33 Fortuna C. Benosa, Manager, Corporate Planning Department;
34 Ms. Dinah E. Pichay, Manager, Internal Audit Department; Ms.
35 Myrna O. Lozano, Manager, Industrial Research Department;
36 Ms. Zenaida T. Arrojo, Manager, Administrative Department;
37 Mr. Reynaldo R. Aquino, OIC – Finance Department; and Mr.
38 Emmanuel N. Valera, Administrative Assistant I of the NTA
39 Governing Board.
40

41 As such, madam Chair, we have a quorum. Thank you very
42 much.
43

44 **ADMIN. SANCHEZ:** Thankyou Atty. There being a Quorum, we are now going to the
45 reading of the Agenda. Again, may I call on the acting Board
46 Secretary for the reading and presentation of the Agenda.
47

48 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have the
49 request for "**Approval of the Agenda of the 119th Special**
50 **Board Meeting of the NTA Governing Board, held on 27**
51 **July 2023, at the NTA Board Room, 11/F Upper Class**
52 **Tower Building, Quezon Avenue, Quezon City**". Can we have
53 a motion?
54

55 **DIR. PADAYAO:** May I respectfully request for the approval of the Agenda of the
56 119th Special Board Meeting of the NTA Governing Board, held
57 on 27 July 2023, at the NTA Board Room, 11/F Upper Class
58 Tower Building, Quezon Avenue, Quezon City.

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DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of today's Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 112, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 119th SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 27 JULY 2023, AT THE NTA BOARD ROOM, 11TH FLOOR, UPPER CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, apo Directors. So, the Agenda for the 119th Special Board Meeting is approved.

Next, for approval/confirmation/consideration of the Board, is **Agenda A**, which is the request for **"Approval of the Minutes of the 164th Regular Board Meeting of the NTA Governing Board held on July 14, 2023, at 1:30PM at the NTA Pangasinan Branch, Villasis, Pangasinan"**. Any motion?

DIR. PADAYAO: I move for the Approval of the Minutes of the 164th Regular Board Meeting of the NTA Governing Board held on July 14, 2023, at 1:30PM at the NTA Pangasinan Branch, Villasis, Pangasinan.

DIR. TRONGCO: I second the motion, subject to submission of amendments within five (5) days from today.

ADMIN. SANCHEZ: The Motion for Approval of Agenda having been duly seconded, the same is approved, subject to submission of amendments within five (5) days from today. Next item...

RESOLUTION NO. 113, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 164TH REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON JULY 14, 2023, AT 1:30PM, AT THE NTA PANGASINAN BRANCH OFFICE, VILLASIS, PANGASINAN.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda "B"**, we have the **"Request for Approval of the Revised Implementing Guidelines for the Integrated Farming and other Income Generating Activities Project - Tobacco**

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Contract Growing System (IFOIGAP-TCGS)". And related to this, is Agenda "C", which is the "Request for the Adoption of the 60% Production Assistance, 40% Grant (60 / 40 Ratio) for Tobacco Farmers under the Tobacco Contract Growing System (TCGS).

I would like also to manifest, your honors, and for the information of Hon. ASec. Bacayo, that this item has been thoroughly discussed in yesterday's Committee Meeting.

May we request our DAOP and OIC- Finance to give a summary of their Report for the information of ASec. Bacayo.

(Note: DAOP Palabay and Mr. Aquino then rendered a summary of their Report, as exhaustively discussed during the Committee Meeting, on the subject Agenda)

Before we approve the said agenda, may we ask ASec. Bacayo if he has comments or suggestions on the matter. Please proceed, Sir.

ASEC. BACAYO: Madam Chair. Based on the explanation and presentation of Dr. Palabay and Mr. Aquino, I don't have any comments and objections for this particular matter madam Chair. Thank you.

ATTY. PARADO: Thank you very much, sir. As such. can we have a motion?

DIR. MARTINEZ: Madam Chair. I move for the approval of the Revised Implementing Guidelines for the Integrated Farming and other Income Generating Activities Project - Tobacco Contract Growing System (IFOIGAP-TCGS) and the Adoption of the 60% Production Assistance, 40% Grant (60 / 40 Ratio) for Tobacco Farmers under the Tobacco Contract Growing System (TCGS).

DIR. PADAYAO: Madam Chair. I second the motion for the Approval of the Revised Implementing Guidelines for the Integrated Farming and other Income Generating Activities Project - Tobacco Contract Growing System (IFOIGAP-TCGS) and the Adoption of the 60% Production Assistance, 40% Grant (60 / 40 Ratio) for Tobacco Farmers under the Tobacco Contract Growing System (TCGS).

ADMIN. SANCHEZ: The motion for approval of Agenda "B and C" having been duly seconded, the same are approved. Next...

RESOLUTION NO. 114. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE REVISED IMPLEMENTING GUIDELINES FOR THE INTEGRATED FARMING AND OTHER INCOME GENERATING ACTIVITIES PROJECT - TOBACCO CONTRACT GROWING SYSTEM (IFOIGAP-TCGS).

UNANIMOUSLY APPROVED"

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RESOLUTION NO. 115, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES AND ADOPTS THE RETENTION OF THE GRANT OF 60% PRODUCTION ASSISTANCE, 40% GRANT FOR TOBACCO FARMERS UNDER THE TOBACCO CONTRACT GROWING SYSTEM (TCGS).

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you Madam Chair. Our next agenda, **Agenda “D”**, which is for the **“Approval of the Conduct of the 2023 Customer Satisfaction Survey by the Don Mariano Marcos Memorial State University (DMMMSU) – La Union Campus, Bacnotan, La Union, with a Revised Proposed Budget of PHP331,927.50.**

Again, I would like also to manifest, your honors, and for the information of Hon. ASec. Bacayo that this item was thoroughly discussed in yesterday’s Committee Meeting. May we request the Resource Speaker, ma’am Fortuna C. Benosa, to give a summary of her Report on this agenda.

(Note: Ms. Benosa then rendered a summary of her Report, as exhaustively discussed during the Committee Meeting, on the subject Agenda)

May we ask ASec. Bacayo if he has comments or suggestions, about this agenda before its approval. Go ahead, Sir.

ASEC. BACAYO: Thank you, Atty. Parado, I would like to ask Ms. Benosa if the survey covers all the branches and if the allocated budget is enough for the activity.

MA’AM BENOSA: Yes, sir. All the branches and the budget, yes it will be enough sir. We have computed all the necessary expenses like snacks and meals, etc.

ASEC. BACAYO: Thank you, ma’am. I have no other questions for this topic.

ATTY. PARADO: Thank you very much, sir. Can we have a motion?

DIR. PADAYAO: Madam Chair. I move for the approval of the Conduct of the 2023 Customer Satisfaction Survey by the Don Mariano Marcos Memorial State University (DMMMSU) – La Union Campus, Bacnotan, La Union, with a revised proposed budget of PHP331,927.50.

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda “D” having been duly seconded, the same is approved. Next item...

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RESOLUTION NO. 116, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE CONDUCT OF THE 2023 CUSTOMER SATISFACTION SURVEY BY THE DON MARIANO MARCOS MEMORIAL STATE UNIVERSITY (DMMMSU) – LA UNION CAMPUS, BACNOTAN, LA UNION, WITH A REVISED PROPOSED BUDGET, AS FOLLOWS: PhP291,862.50 FOR DMMMSU, PhP40,065.00 FOR NTA BRANCH OFFICES AND CENTRAL OFFICE, FOR A GRAND TOTAL OF PHP331,927.50.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, Madam Chair. Next, is **Agenda “E”**, which is for the **“Approval of the constitution of the NTA’S Scholarship Program Committee, which shall be tasked, among others, to Review the Guidelines on the Tobacco Farmers’ Dependents Scholarship Program, in order to Safeguard and Promote Strict Compliance to Requirements on Screening, Selection, Monitoring and Provision of Scholarship Funds to Intended Beneficiaries”**.

I would also like to manifest, your honors, and for the information of Hon. ASec. Bacayo, that this item was thoroughly discussed in yesterday’s Committee Meeting. For the information of Hon. ASec. Bacayo, may we request Mr. Savellano, our DASS, for the summary of their Report.

(Note: Mr. Savellano then rendered a summary of his Report, as exhaustively discussed during the Committee Meeting, on the subject Agenda)

May we ask ASec. Bacayo if he has comments or suggestions, about this agenda before the approval. Please proceed, Sir.

ASEC. BACAYO: Thank you, I have no questions for this topic.

ATTY. PARADO: Thank you very much, sir. Can we have a motion?

DIR. MARTINEZ: Madam Chair. I move for the approval of the **constitution of the NTA’S Scholarship Program Committee, which shall be tasked, among others, to review the Guidelines on the Tobacco Farmers’ Dependents Scholarship Program, in order to safeguard and promote strict compliance to requirements on screening, selection, monitoring and provision of scholarship funds to intended beneficiaries.**

DIR. CASELA: Madam Chair. I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda “E” having been duly seconded, the same is approved. Next...

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RESOLUTION NO. 117, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE CONSTITUTION OF THE NTA’S SCHOLARSHIP PROGRAM COMMITTEE, WHICH SHALL BE TASKED, AMONG OTHERS, FOR THE REVIEW OF THE GUIDELINES ON THE TOBACCO FARMERS’ DEPENDENTS SCHOLARSHIP PROGRAM, INORDER TO SAFEGUARD AND PROMOTE STRICT COMPLIANCE TO REQUIREMENTS ON SCREENING, SELECTION, MONITORING AND PROVISION OF SCHOLARSHIP FUNDS TO INTENDED BENEFICIARIES.

BE IT RESOLVED FURTHER, THAT THE NTA SCHOLARSHIP PROGRAM COMMITTEE SHALL BE COMPOSED OF THE FOLLOWING:

- BENEDICTO M. SAVELLANO** - **Chairman**
Deputy Administrator for Support Services
- ZENAIDA T. ARROJO** - **Vice Chairman**
Manager, Administrative Department
- NEYO E. VALDEZ** - **Member**
*Division Chief III, PPED
Corporate Planning Department*
- REYNALDO R. AQUINO** - **Member**
Officer-In-Charge, Finance Department
- OPHELIA T. GONZALES** - **Member**
HRMO IV/ Officer-In-Charge, ASD
- DEEVID JOHN RAYZE B. BRIOSOS** - **Secretariat**
Secretary I, Administrative Department
- ALL BRANCH MANAGERS** - **Member**
AND ADMINISTRATIVE OFFICERS

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, Madam Chair. Our last item is on “Other Matters”, the “Proposed Schedule for the 165th Regular Board Meeting of the NTA Governing Board, which will be on 17 August 2023, Thursday, at 9:00AM (tentative).”

As such, Madam Chair, we have no other agenda. We are ready to adjourn.

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V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. CASELA: Madam Chair. I move for the adjournment of the meeting.

DIR. MARTINEZ: I second the motion.

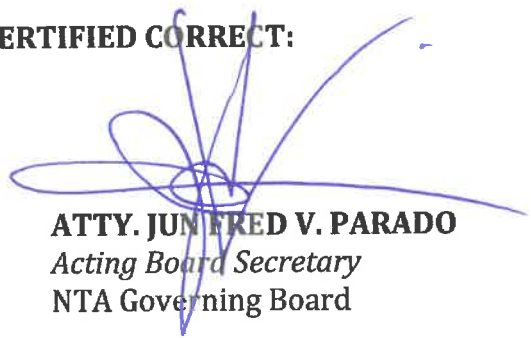
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.

Thank you.

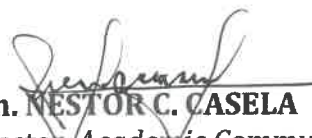
Note: **THE MEETING WAS ADJOURNED AT EXACTLY 11:00AM.**

PREPARED AND CERTIFIED CORRECT:


ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

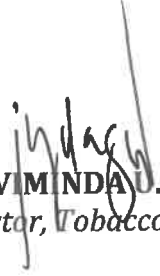
ATTESTED:


Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board


Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector


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

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Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector

Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION
11th Floor, Upper Class Tower, Quezon Ave., Quezon City
Tel No. (02) 8374-3987 / Fax No. (02) 8374-2505 / website: nta.da.gov.ph
ISO 9001: 2015 QMS CERTIFIED

OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTY FOURTH (164th) REGULAR MEETING
OF THE NTA GOVERNING BOARD, HELD AT
NTA PANGASINAN BRANCH OFFICE, VILLASIS, PANGASINAN
14 JULY 2023 (1:30PM)**

PRESENT:

Adm. BELINDA S. SANCHEZ, CPA	-	Vice-Chairperson of the Board and Administrator & CEO, Presiding Officer
Dir. JESSIE PAT M. SERNA (Online)	-	Member, Tobacco Traders/Exporters Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community Sector
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator, OAD
Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
Atty. JUN FRED V. PARADO	-	Attorney V, Office of the Administrator
Engr. ROGER T. MADRIAGA	-	Acting Board Secretary V, OGB
Mr. FREDDIE G. LAZARO	-	Manager, Pangasinan Branch Office
Mr. JOHN JAMES B. CANOSA	-	Public Relations Officer V, OAD
Mr. EMMANUEL N. VALERA	-	Project Evaluation Officer II, CPD
	-	Administrative Assistant I (JO), OGB

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 01:31PM.

At the outset, she informed the body that as Vice-Chair, she will preside, all the matters in the agenda, being purely administrative in nature.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

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II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to determine the quorum.

ATTY. PARADO: Thank you very much, madam Chair. Good morning to everyone.

For the 164th Regular Board Meeting of the NTA Governing Board, we have here with us, at the NTA-Pangasinan Branch Office, our NTA Administrator and CEO Belinda S. Sanchez. Good morning, ma'am.

Also, we have our honorable directors: Dir. Nestor C. Casela, Dir. Luzviminda U. Padayao, Dir. Jessie Pat M. Serna, thru the virtual platform, Dir. Danilo C. Trongco and Dir. Wilfredo C. Martinez.

May we also acknowledge the presence of our Executive Assistant IV/ Special Assistant to the Administrator, Mr. Benjamin V. Sarmiento.

Likewise, we have here Dr. Giovanni B. Palabay, OIC-Deputy Administrator for Operations, Engr. Roger T. Madriaga, Department Manager of the NTA-Pangasinan Branch Office, Mr. Freddie G. Lazaro, Public Relations Officer V, Mr. John James B. Canosa, Project Evaluation Officer II, and Mr. Emmanuel N. Valera, Administrative Assistant I.

As such, madam Chair, we have a quorum. Thank you very much.

ADMIN. SANCHEZ: There being a Quorum, we are now going to the reading of the Agenda. Again, may I call on the acting Board Secretary for the reading and presentation of the Agenda.

ATTY. PARADO: Thank you, madam Chair.

So, for our first agenda, we have the request for **"APPROVAL OF THE AGENDA FOR THE 164TH REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON JULY 14, 2023, AT THE NTA PANGASINAN BRANCH OFFICE, VILLASIS, PANGASINAN."**

Can we have a motion?

DIR. TRONGCO: I respectfully move for the approval of the **"AGENDA FOR THE 164TH REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON JULY 14, 2023, AT THE NTA PANGASINAN BRANCH OFFICE, VILLASIS, PANGASINAN."**

DIR. MARTINEZ: I second the motion.

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ADMIN. SANCHEZ: The motion for the approval of today's Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 112, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA FOR THE 164TH REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON JULY 14, 2023, AT THE NTA PANGASINAN BRANCH OFFICE, VILLASIS, PANGASINAN.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

The Agenda for the 164th Regular Board Meeting is approved.

Next Agenda, for the approval/confirmation/consideration of the Board is **Agenda "A"**, which is the request for **"APPROVAL OF THE MINUTES OF THE 118TH SPECIAL MEETING OF THE NTA GOVERNING BOARD, HELD ON 27 JUNE 2023, AT 9:30AM, AT THE TOBACCO FARMER'S TRAINING CENTER, BAGAY ROAD, SAN GABRIEL, TUGUEGARAO CITY, CAGAYAN."**

Any motion?

DIR. PADAYAO: I move for the approval of **"THE MINUTES OF THE 118TH SPECIAL MEETING OF THE NTA GOVERNING BOARD, HELD ON 27 JUNE 2023, AT 9:30AM, AT TOBACCO FARMER'S TRAINING CENTER, BAGAY ROAD, SAN GABRIEL, TUGUEGARAO CITY, CAGAYAN."**

DIR. SERNA: I second the motion, subject to submission of amendments within five (5) days from today.

ADMIN. SANCHEZ: The Motion for Approval of **Agenda "A"** having been duly seconded, the same is approved, subject to submission of amendments within five (5) days from today. Next item...

RESOLUTION NO. 113, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 118TH SPECIAL MEETING OF THE NTA GOVERNING BOARD, HELD ON 27 JUNE 2023, AT 9:30AM, AT TOBACCO FARMER'S TRAINING CENTER, BAGAY ROAD, SAN GABRIEL, TUGUEGARAO CITY, CAGAYAN.

UNANIMOUSLY APPROVED"

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ATTY. PARADO: Thank you, madam Chair.

For our next agenda, **Agenda "B"**, we have the request for **"APPROVAL OF THE SUPPLEMENTAL GUIDELINES OF THE GULAYAN AT MANUKAN SA BARANGAY (GMB) PROJECT."**

I would like to manifest, your honors, that this topic has been thoroughly discussed in yesterday's Committee Meeting.

As such, may we request for a Motion.

DIR. CASELA: Madam Chair. I respectfully move for the approval of the **"SUPPLEMENTAL GUIDELINES OF THE GULAYAN AT MANUKAN SA BARANGAY (GMB) PROJECT."**

DIR. PADAYAO: Madam Chair, I second the motion.

ADMIN. SANCHEZ: The motion for approval of **Agenda "B"** having been duly seconded, the same is approved. Next...

RESOLUTION NO. 114, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE SUPPLEMENTAL GUIDELINES OF THE GULAYAN AT MANUKAN SA BARANGAY (GMB).

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

Our next agenda, **Agenda "C"**, is for the **"ADOPTION OF THE REPORT UPDATE ON THE STATUS OF DISTRIBUTION OF BEEF CATTLE UNDER THE QUICK RESPONSE FUND (QRF), REGION-1."**

Again, I would like to manifest that this topic has been previously discussed during the Committee Meeting.

As such, may we request for a Motion.

DIR. TRONGCO: Madam Chair, I move for the adoption of the **"REPORT UPDATE ON THE STATUS OF DISTRIBUTION OF BEEF CATTLE UNDER THE QUICK RESPONSE FUND (QRF), REGION-1."**

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The motion for approval of **Agenda "C"** having been duly seconded, the same is approved. Next item...

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3 **RESOLUTION NO. 0115, S.2023**
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6 ***“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
7 ***THE NTA GOVERNING BOARD APPROVES THE ADOPTION OF***
8 ***THE REPORT UPDATE ON THE STATUS OF DISTRIBUTION OF***
9 ***BEEF CATTLE UNDER THE QUICK RESPONSE FUND (QRF),***
10 ***REGION-1.***

11 ***UNANIMOUSLY APPROVED”***
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15 **ATTY. PARADO:** Once again, thank you madam Chair.

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17 Our next agenda, **Agenda “D”**, is for the request for **“APPROVAL OF**
18 **THE CONDUCT OF A REPEAT ORDER FOR THE PROCUREMENT OF**
19 **BEEF CATTLE UNDER THE DA QUICK RESPONSE FUND (QRF), DA-**
20 **REGION-1, FOR THE UNUTILIZED AMOUNT OF Php6,450,000.00,**
21 **AND TO THE PROPOSED MANNER OF ITS DISTRIBUTION TO**
22 **BENEFICIARIES.”**

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24 Again, this topic has been thoroughly discussed in yesterday’s
25 Committee Meeting. There was a motion for its approval, which was
26 duly seconded.

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28 Therefore, may we request for a Motion.

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30 **DIR. PADAYAO:** Madam Chair, I move for the approval of the **“CONDUCT OF A REPEAT**
31 **ORDER FOR THE PROCUREMENT OF BEEF CATTLE UNDER THE DA**
32 **QUICK RESPONSE FUND (QRF), DA-REGION-1, FOR THE**
33 **UNUTILIZED AMOUNT OF Php6,450,000.00, AND TO THE**
34 **PROPOSED MANNER OF ITS DISTRIBUTION TO BENEFICIARIES.”**

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36 **DIR. CASELA:** I second the motion.

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38 **ADMIN. SANCHEZ:** The motion for approval of **Agenda “D”** having been duly seconded, the
39 same is approved. Next item...
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41 **RESOLUTION NO. 0116, S.2023**
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44 ***“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
45 ***THE NTA GOVERNING BOARD APPROVES THE CONDUCT OF A***
46 ***REPEAT ORDER FOR THE PROCUREMENT OF BEEF CATTLE***
47 ***UNDER THE DA QUICK RESPONSE FUND (QRF), DA-REGION-1,***
48 ***FOR THE UNUTILIZED AMOUNT OF Php6,450,000.00, AND TO***
49 ***THE PROPOSED MANNER OF ITS DISTRIBUTION TO***
50 ***BENEFICIARIES.***

51 ***UNANIMOUSLY APPROVED”***
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ATTY. PARADO: Thank you madam Chair.

Next agenda for consideration is **Agenda "E"**, which is for the request for **"APPROVAL OF THE AWARD TO BENEFICIARIES OF CURING BARN ASSISTANCE UNDER THE DA QUICK RESPONSE FUND (QRF), DA-REGION-1, IN THE AMOUNT OF Php300,000.00."**

Any motion?

DIR. PADAYAO: I move for the approval of the **"AWARD TO BENEFICIARIES OF CURING BARN ASSISTANCE UNDER THE DA QUICK RESPONSE FUND (QRF), DA-REGION-1, IN THE AMOUNT OF Php300,000.00."**

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of **Agenda "E"** having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 117, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AWARD TO BENEFICIARIES OF CURING BARN ASSISTANCE UNDER THE DA QUICK RESPONSE FUND (QRF), DA-REGION-1, IN THE AMOUNT OF Php300,000.00.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair.

For our next agenda, **Agenda "F"**, we have the request for **"APPROVAL OF THE CONDUCT OF THE 2023 CUSTOMER SATISFACTION SURVEY BY THE DON MARIANO MARCOS STATE UNIVERSITY (DMMSU) - LA UNION CAMPUS, BACNOTAN, LA UNION, WITH A PROPOSED BUDGET OF PHP321,862.00."**

I would like to manifest, your honors, that this topic has been thoroughly discussed in yesterday's Committee Meeting.

Should there be no further discussion, may we request for a Motion.

DIR. CASELA: Madam Chair, I respectfully move for the approval of the **"CONDUCT OF THE 2023 CUSTOMER SATISFACTION SURVEY BY THE DON MARIANO MARCOS STATE UNIVERSITY (DMMSU) - LA UNION CAMPUS, BACNOTAN, LA UNION, WITH A PROPOSED BUDGET OF PHP321,862.00, SUBJECT TO RECOMMENDATIONS BY THE BOARD."**

DIR. PADAYAO: Madam Chair, I second the motion.

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ADMIN. SANCHEZ: The motion for approval of **Agenda "F"** having been duly seconded, the same is approved. Next...

RESOLUTION NO. 118. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE CONDUCT OF THE 2023 CUSTOMER SATISFACTION SURVEY BY THE DON MARIANO MARCOS STATE UNIVERSITY (DMMSU) - LA UNION CAMPUS, BACNOTAN, LA UNION, WITH A PROPOSED BUDGET OF PHP321,862.00, SUBJECT TO RECOMMENDATIONS BY THE BOARD."

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

Our next agenda, **Agenda "G"**, is for the request for **"APPROVAL OF THE RESULTS OF AUDIT OF THE TOBACCO FARMERS' DEPENDENTS SCHOLARSHIP PROGRAM."**

Again, I would like to manifest that this topic has been previously exhaustively discussed during the Committee Meeting.

As such, may we request for a Motion.

DIR. MARTINEZ: Madam Chair, I move for the approval of the **"RESULTS OF AUDIT OF THE TOBACCO FARMERS' DEPENDENTS SCHOLARSHIP PROGRAM."**

DIR. CASELA: I second the motion, subject to the recommendations made by the Board.

ADMIN. SANCHEZ: The motion for approval of **Agenda "G"** having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 0119. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE RESULTS OF AUDIT OF THE TOBACCO FARMERS' DEPENDENTS SCHOLARSHIP PROGRAM, SUBJECT TO BOARD RECOMMENDATIONS."

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

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Our next agenda, Agenda "H", is for the request for "APPROVAL OF THE RE-CONFIRMATION OF THE PROMOTIONAL APPOINTMENT OF MS. MARCELIA P. PULGAR, AS SENIOR TOBACCO PRODUCTION AND REGULATION OFFICER, CANDON BRANCH OFFICE."

Again, I would like to manifest that this topic has been previously discussed in yesterday's Committee Meeting.

In the absence of any further discussion, may we request for a Motion.

DIR. PADAYAO: Madam Chair, I move for the approval of the "RE-CONFIRMATION OF THE PROMOTIONAL APPOINTMENT OF MS. MARCELIA P. PULGAR, AS SENIOR TOBACCO PRODUCTION AND REGULATION OFFICER, CANDON BRANCH OFFICE."

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The motion for approval of Agenda "H" having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 0120, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE RE-CONFIRMATION OF THE PROMOTIONAL APPOINTMENT OF MS. MARCELIA P. PULGAR, AS SENIOR TOBACCO PRODUCTION AND REGULATION OFFICER, CANDON BRANCH OFFICE.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

Next agenda for consideration is Agenda "I", which is for the request for "APPROVAL OF THE DESIGNATION OF DIR. NESTOR C. CASELA, ACADEMIC COMMUNITY SECTOR REPRESENTATIVE, AS THE NTA GOVERNING BOARD'S AUTHORIZED REPRESENTATIVE IN THE INTERVIEW OF APPLICANTS TO VACANT PERMANENT PLANTILLA POSITIONS FOR DIVISION CHIEF (DC) AND DEPARTMENT MANAGER (DM) POSITIONS OR THEIR EQUIVALENT."

Any motion from among the members of the Board?

DIR. TRONGCO: I move for the approval of the "DESIGNATION OF DIR. NESTOR C. CASELA, ACADEMIC COMMUNITY SECTOR REPRESENTATIVE, AS THE NTA GOVERNING BOARD'S AUTHORIZED REPRESENTATIVE IN THE INTERVIEW OF APPLICANTS TO VACANT PERMANENT PLANTILLA POSITIONS FOR DIVISION CHIEF (DC) AND DEPARTMENT MANAGER (DM) POSITIONS OR THEIR EQUIVALENT."

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DIR. PADAYAO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of **Agenda "I"** having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 121, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE DESIGNATION OF DIR. NESTOR C. CASELA, ACADEMIC COMMUNITY SECTOR REPRESENTATIVE, AS THE NTA GOVERNING BOARD'S AUTHORIZED REPRESENTATIVE IN THE INTERVIEW OF APPLICANTS TO VACANT PERMANENT PLANTILLA POSITIONS FOR DIVISION CHIEF (DC) AND DEPARTMENT MANAGER (DM) POSITIONS OR THEIR EQUIVALENT.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

For our next agenda, we have **Agenda "J"**, which is the request for **"APPROVAL OF THE RESOLUTION REQUESTING THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) FOR THE RELEASE OF FUNDING FOR THE STEP FROM THE PROCEEDS OF RA 4155, OR THE TOBACCO FUND."**

Any motion?

DIR. CASELA: I move for the approval of the **"RESOLUTION REQUESTING THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) FOR THE RELEASE OF FUNDING FOR THE STEP FROM THE PROCEEDS OF RA 4155, OR THE TOBACCO FUND."**

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of **Agenda "J"** having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 122, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE RESOLUTION REQUESTING THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) FOR THE RELEASE OF FUNDING FOR THE STEP FROM THE PROCEEDS OF RA 4155, OR THE TOBACCO FUND.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair.

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Our last item in the Agenda is on "Other Matters", as follows: The "PROPOSED SCHEDULE FOR THE 119TH SPECIAL MEETING OF THE NTA GOVERNING BOARD WILL BE ON 27 JULY 2023, THURSDAY, 9:00AM (TENTATIVE). THE COMMITTEE MEETING WILL BE ON 26 JULY 2023, WEDNESDAY, at 9:00AM, at the NTA Board Room, 11th Floor, Upper Class Tower Building, Quezon Avenue, Quezon City."

As such, madam Chair, we have no other agenda.

We are now ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn.

Can we have a motion?

DIR. CASELA: Madam Chair, I move for the adjournment of the meeting.

DIR. PADAYAO: I second the motion.

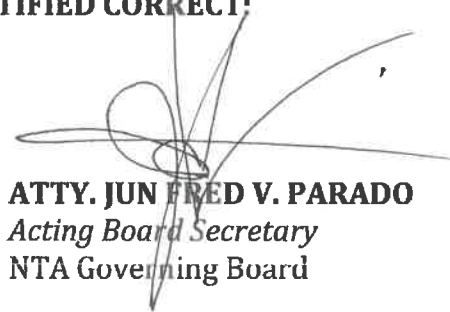
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.

Thank you.


Note: THE MEETING WAS ADJOURNED AT EXACTLY 02:13PM.

PREPARED AND CERTIFIED CORRECT:



ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

ATTESTED:

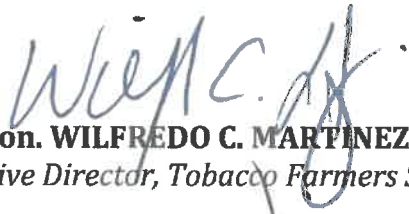


Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board

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Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



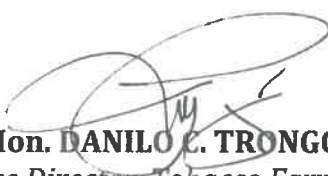
Hon. WILFREDO C. MARTINEZ
Appointive Director, Tobacco Farmers Sector



Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND EIGHTEEN (118TH) SPECIAL BOARD MEETING OF THE
NTA BOARD OF DIRECTORS, HELD AT TOBACCO FARMER'S TRAINING
CENTER, BAGAY ROAD, SAN GABRIEL, TUGUEGARAO CITY, CAGAYAN
27 JUNE 2023 (1:30 PM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMINDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
Atty. ROHBERT A. AMBROS	-	Manager, Regulation Department
Ms. ZENAIDA T. ARROJO	-	Manager, Administrative Department
Mr. GILBERT A. TAGUIAM	-	Manager, Cagayan Branch Office
Mr. FREDDIE G. LAZARO	-	Public Relation Officer V
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin.
Mr. EMMANUEL N. VALERA	-	Acting Board Secretary V Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 1:30PM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

III. DETERMINATION OF QUORUM

1 The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to
2 determine the quorum.
3

4 **ATTY. PARADO:** Thank you very much, madam Chair. Good afternoon to
5 everyone. For the 118th Special Board Meeting of the NTA
6 Governing Board, we have here with us, personally present in
7 the Board Room, our NTA Administrator and CEO Belinda S.
8 Sanchez, Good afternoon po ma'am. We have our honorable
9 directors, Dir. Nestor C. Casela, Dir. Luzviminda U. Padayao,
10 Dir. Jessie Pat M. Serna, Dir. Wilfredo C. Martinez and Dir.
11 Danilo C. Trongco. May we also acknowledge the presence of
12 Dr. Giovanni B. Palabay, OIC-Deputy Administrator for
13 Operations, Atty. Rohbert A. Ambros, Regulation Department,
14 Manager, Ms. Zenaida T. Arrojo, Manager, Administrative
15 Department, Mr. Gilbert A. Taguam, Manager, Cagayan Branch
16 Office, Mr. Freddie G. Lazaro, Public Relations Officer V, and Mr.
17 Emmanuel N. Valera, Administrative Assistant I of the
18 Governing Board. As such, madam Chair, we have a quorum.
19 Thank you very much.
20

21 **ADMIN. SANCHEZ:** Thankyou Atty. There being a Quorum, we are now going to the
22 reading of the Agenda. Again, may I call on the acting Board
23 Secretary for the reading and presentation of the Agenda.
24

25 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have the
26 **"Approval of the Agenda of the 118th Special Board**
27 **Meeting of the NTA Governing Board, held on 27 June**
28 **2023, at the Tobacco Farmer's Training Center, Bagay**
29 **Road, San Gabriel, Tuguegarao City, Cagayan"**. Can we have
30 a motion?
31

32 **DIR. MARTINEZ** May I respectfully request for the approval of the agenda of the
33 118th Special Board Meeting of the NTA Governing Board, held
34 on 27 June 2023, at the Tobacco Farmer's Training Center,
35 Bagay Road, San Gabriel, Tuguegarao City, Cagayan.
36

37 **DIR. PADAYAO:** I second the motion for the approval of the Agenda of the 118th
38 Special Board Meeting of the NTA Governing Board, held on 27
39 June 2023, at the Tobacco Farmer's Training Center, Bagay
40 Road, San Gabriel, Tuguegarao City, Cagayan.
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42 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
43 duly seconded, the same is APPROVED.
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RESOLUTION NO. 091, S.2023

47 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
48 ***THE NTA GOVERNING BOARD APPROVES THE AGENDA OF***
49 ***THE 118th SPECIAL BOARD MEETING OF THE NTA***
50 ***GOVERNING BOARD, HELD ON 27 JUNE 2023, AT THE***
51 ***TOBACCO FARMER'S TRAINING CENTER, BAGAY ROAD, SAN***
52 ***GABRIEL, TUGUEGARAO CITY, CAGAYAN.***
53

54 ***UNANIMOUSLY APPROVED"***
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1 **ATTY. PARADO:** Thank you, apo Directors. So, the Agenda for the 118th Special
2 Board Meeting is approved. Next, for
3 approval/confirmation/consideration of the Board is the next
4 **Agenda**, which is the **"Approval of the Minutes of the 163rd**
5 **Regular Board Meeting of the NTA Governing Board held**
6 **on June 16, 2023, at 1:30PM at the NTA Board Room,**
7 **11/Floor, Upper Class Tower Building, Quezon Avenue,**
8 **Quezon City".** Any motion?
9

10 **DIR. TRONGCO:** I move for the approval of the Minutes of the 163rd Regular
11 Board Meeting of the NTA Governing Board held on June 16,
12 2023, at 1:30PM at the NTA Board Room, 11/Floor, Upper
13 Class Tower Building, Quezon Avenue, Quezon City.
14

15 **DIR. MARTINEZ:** I second the motion, subject to submission of amendments
16 within five (5) days from today.
17

18 **ADMIN. SANCHEZ:** The Motion for Approval of Agenda having been duly
19 seconded, the same is approved, subject to submission of
20 amendments within five (5) days from today. Next item...
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RESOLUTION NO. 092, S.2023

24 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
25 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
26 ***MINUTES OF THE 163rd REGULAR BOARD MEETING OF***
27 ***THE NTA GOVERNING BOARD, HELD ON 16 JUNE 2023,***
28 ***AT 1:30 P.M., AT THE NTA BOARD ROOM, 11th FLOOR,***
29 ***UPPER CLASS TOWER BUILDING, QUEZON AVENUE,***
30 ***QUEZON CITY.***
31

32 ***UNANIMOUSLY APPROVED"***
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35 **ATTY. PARADO:** Thank you, madam Chair. For our next agenda, we have:
36
37 **A. APPROVAL/ADOPTION OF THE STATUS REPORT OF 2023**
38 **TOBACCO TRADING AS OF 15 JUNE 2023, SUBJECT TO**
39 **OBSERVATIONS AND RECOMMENDATIONS OF THE BOARD**
40
41 **B. APPROVAL OF NTA MEMORANDUM CIRCULAR NO. 001, SERIES**
42 **2023 AMENDING RULES 1, 2, 3 AND 4, REGULATION XII OF THE**
43 **2018 REVISED RULES AND REGULATIONS GOVERNING THE**
44 **TRADING AND REDRYING OF LOCALLY GROWN LEAF TOBACCO,**
45 **AS AMENDED**
46
47 **C. APPROVAL OF THE AMENDMENTS / REVISIONS TO THE**
48 **IMPLEMENTING GUIDELINES OF THE NTA'S PROGRAM ON**
49 **AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE),**
50 **PARTICULARLY AS TO ITS BUDGETARY REQUIREMENTS**
51
52 **D. APPROVAL OF THE AMENDMENTS / REVISIONS TO THE**
53 **IMPLEMENTING GUIDELINES OF THE NTA'S MOBILITY**
54 **SUPPORT PROGRAM FOR EXTENSION WORKERS**
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56 **E. APPROVAL OF THE REPORT ON THE RESULT OF OPERATIONS**
57 **AUDIT ON THE CHICKEN LAYER ASSISTANCE PROJECT (CLAP)**
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- F. APPROVAL/ ADOPTION OF THE REPORT UPDATE ON THE OPERATIONS OF THE NTA - KADIWA NI ANI AT KITA, SUBJECT TO RECOMMENDATIONS OF THE BOARD
- G. APPROVAL /ADOPTION OF THE PROPOSED MANNER OF EXPENDITURE / DISTRIBUTION OF THE PHP100 MILLION CASH PORTION OF THE INCENTIVE / SUBSIDY GIVEN TO TCGS-REGISTERED TOBACCO FARMERS, INCLUDING THE PHP150 MILLION TCGS BUDGET FROM THE NTA CORPORATE FUNDS, SUBJECT TO BOARD RECOMMENDATIONS
- H. APPROVAL OF THE REVIEW, AMENDMENT, AND REVISION OF THE IMPLEMENTING GUIDELINES OF NTA PROGRAMS AND PROJECTS, PER COA AUDIT OBSERVATION MEMORANDUM (AOM), TO BE PRESENTED DURING THE NEXT BOARD MEETING

I would also like to manifest, your honors, that these items have been thoroughly discussed in yesterday's Committee Meeting. As such, may we request a Motion.

DIR. SERNA: Madam Chair. I move for the wholesale approval of agenda "A, B, C, D, E, F, G and H", since all these topics have been thoroughly discussed in yesterday's Committee meeting.

ALL DIRECTORS: Duly seconded the motion for the wholesale approval of agenda "A, B, C, D, E, F, G and H".

ADMIN. SANCHEZ: The motion for wholesale approval of agenda "A, B, C, D, E, F, G and H" having been duly seconded, the same is approved.

RESOLUTION NO. 093, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES/ADOPTS THE STATUS REPORT OF 2023 TOBACCO TRADING AS OF 15 JUNE 2023, SUBJECT TO THE RECOMMENDATIONS OF THE BOARD.

UNANIMOUSLY APPROVED"

xxxxx

RESOLUTION NO. 094, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE NTA MEMORANDUM CIRCULAR NO. 001, SERIES OF 2023, AMENDING RULES 1, 2, 3, AND 4 REGULATION XII OF THE 2018 REVISED RULES AND REGULATIONS GOVERNING THE TRADING AND REDRYING OF LOCALLY GROWN LEAF TOBACCO, AS AMENDED.

UNANIMOUSLY APPROVED"

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RESOLUTION NO. 095, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AMENDMENTS / REVISIONS TO THE IMPLEMENTING GUIDELINES OF THE NTA’S PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE), PARTICULARLY AS TO ITS BUDGETARY REQUIREMENTS.

UNANIMOUSLY APPROVED”

XXXXX

RESOLUTION NO. 096, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AMENDMENTS/ REVISIONS TO THE IMPLEMENTING GUIDELINES OF THE NTA’S MOBILITY SUPPORT PROGRAM FOR EXTENSION WORKERS.

UNANIMOUSLY APPROVED”

XXXXX

RESOLUTION NO. 097, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE REPORT ON THE RESULT OF OPERATION AUDIT ON CHICKEN LAYER ASSISTANCE PROJECT (CLAP).

UNANIMOUSLY APPROVED”

XXXXX

RESOLUTION NO. 098, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES/ ADOPTS THE REPORT UPDATE ON THE OPERATIONS OF THE NTA-KADIWA NI ANI AT KITA, SUBJECT TO THE RECOMMENDATIONS OF THE BOARD.

UNANIMOUSLY APPROVED”

XXXXX

RESOLUTION NO. 099, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES/ ADOPTS THE PROPOSED MANNER OF EXPENDITURE/ DISTRIBUTION OF THE PHP100 MILLION CASH PORTION OF THE INCENTIVE/SUBSIDY GIVEN TO TCGS-REGISTERED TOBACCO FARMERS, INCLUDING THE PHP150 MILLION TCGS BUDGET FROM THE NTA CORPORATE FUND, SUBJECT TO BOARD RECOMMENDATIONS.

UNANIMOUSLY APPROVED"

xxxxx

RESOLUTION NO. 100, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE REVIEW, AMENDMENT, AND REVISION TO THE IMPLEMENTING GUIDELINES OF THE NTA PROGRAMS AND PROJECTS, PER COA AUDIT OBSERVATION MEMORANDUM (AOM), TO BE PRESENTED DURING THE NEXT BOARD MEETING (GULAYAN AT MANUKAN SA BARANGAY)

UNANIMOUSLY APPROVED"

xxxxx

ATTY. PARADO: Thank you, madam Chair. Our last item is on "Other Matters", the "Proposed Schedule for the 164th Regular Board Meeting of the NTA Governing Board, which will be on 14 July 2023, Friday, at 9:00AM (tentative)." The Committee Meeting will be a day prior, or on 13 July 2023, Thursday, at 9:00AM (tentative). As such, madam Chair, we have no other agenda. We are ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. PADAYAO: Madam Chair. I move for the adjournment of the meeting.

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

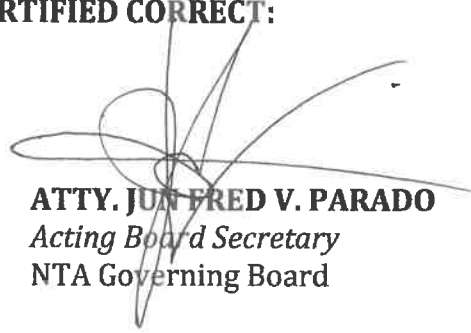
SO ORDERED.

Thank you.

Note: **THE MEETING WAS ADJOURNED AT EXACTLY 2:10PM.**

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PREPARED AND CERTIFIED CORRECT:



ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

ATTESTED:



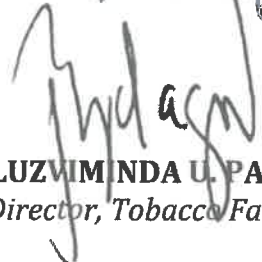
Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board



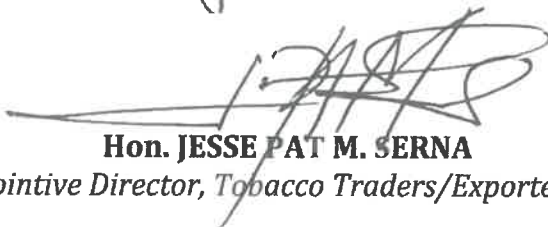
Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector




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



Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTY-THIRD (163rd) REGULAR BOARD MEETING OF
THE NTA GOVERNING BOARD, HELD AT THE NTA BOARD ROOM, 11/FLOOR,
UPPER CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY.
16 JUNE 2023 (1:30PM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator & CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Exporters Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I (JO)

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 1:30PM.

At the outset, she informed that as Vice-Chair, she will preside, all the matters in the agenda being purely administrative in nature.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I (JO), led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to determine the quorum.

ATTY. PARADO: Thank you very much, Madam Chair. Good afternoon to everyone. For the 163rd Regular Board Meeting of the NTA Governing Board, we have here with us, our NTA

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Administrator and CEO Belinda S. Sanchez. Good afternoon, ma'am. Also, we have our honorable directors, Dir. Nestor C. Casela, Dir. Luzviminda U. Padayao, Dir. Jessie Pat M. Serna, and Dir. Danilo C. Trongco. We will be joined shortly by Dir. Wilfredo C. Martinez thru the online platform. Also, we have Mr. Emmanuel N. Valera, Administrative Assistant I. As such, madam Chair, we have a quorum.

Thank you very much.

ADMIN. SANCHEZ: There being a Quorum, we are now going to the reading of the Agenda. Again, may I call on the acting Board Secretary for the reading and presentation of the Agenda.

ATTY. PARADO: Thank you, madam Chair. So, for our first agenda, we have the request for **“Approval of the Agenda of the 163rd Regular Board Meeting of the NTA Governing Board, held on 16 June 2023, at the NTA Board Room, 11/Floor, Upper Class Tower Building, Quezon Avenue, Quezon City”**. Can we have a motion?

DIR. CASELA: May I respectfully request for the approval of the agenda of the 163rd Regular Board Meeting of the NTA Governing Board, held on 16 June 2023, at the NTA Board Room, 11/Floor, Upper Class Tower Building, Quezon Avenue, Quezon City.

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of today's Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 083, S.2023

***“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 163rd REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 16 JUNE 2023, AT THE NTA BOARD ROOM, 11th FLOOR, UPPER CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY.*”**

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, apo Directors. So, the Agenda for the 163rd Regular Board Meeting is approved.

Next, for approval/confirmation/consideration of the Board is **Agenda “A”**, which is the request for **“Approval of the Minutes of the 117th Special Board Meeting of the NTA Governing Board held on May 25, 2023, at 1:30PM at the NTA Board Room, 11/Floor, Upper Class Tower Building, Quezon Avenue, Quezon City”**. Any motion?

DIR. PADAYAO: I move for the Approval of the Minutes of the 117th Special Board Meeting of the NTA Governing Board held on May 25, 2023, at 1:30PM at the NTA Board Room, 11/Floor, Upper Class Tower Building, Quezon Avenue, Quezon City.

1 **DIR. SERNA:** I second the motion, subject to submission of amendments
2 within five (5) days from today.
3

4 **ADMIN. SANCHEZ:** The Motion for Approval of Agenda "A" having been duly
5 seconded, the same is approved, subject to submission of
6 amendments within five (5) days from today. Next item...
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9 **RESOLUTION NO. 084. S.2023**

10 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
11 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
12 ***MINUTES OF THE 117th SPECIAL BOARD MEETING OF***
13 ***THE NTA GOVERNING BOARD, HELD ON 23 MAY 2023,***
14 ***AT 1:30 P.M., AT THE NTA BOARD ROOM, 11th FLOOR,***
15 ***UPPER CLASS TOWER BUILDING, QUEZON AVENUE,***
16 ***QUEZON CITY.***

17 ***UNANIMOUSLY APPROVED"***

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21 **ATTY. PARADO:** Thank you, madam Chair. For our next agenda, **Agenda "B"**,
22 we have the request for **"Approval of the Report on the**
23 **Disposal of Properties, Plant and Equipment (PPEs)"**. I would
24 like also to manifest, your honors, that this topic was
25 thoroughly discussed in the Committee Meeting. As such, may
26 we request for a Motion.
27

28 **DIR. SERNA:** Madam Chair. I move for the wholesale approval of agenda **"B,**
29 **C, D, E, F and G"**, these topics having been thoroughly
30 discussed in yesterday's Committee Meeting.
31

32 **ALL DIRECTORS:** (Seconding the motion for the wholesale approval of agenda
33 **"B, C, D, E, F and G"**)
34

35 **ADMIN. SANCHEZ:** The motion for the wholesale approval of Agenda **"B, C, D, E, F**
36 **and G"** having been duly seconded, the same is approved.
37

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39 **RESOLUTION NO. 085. S.2023**

40 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
41 ***THE NTA GOVERNING BOARD APPROVES/ ADOPTS THE***
42 ***REPORT ON THE DISPOSAL OF PROPERTIES, PLANT AND***
43 ***EQUIPMENT (PPEs).***

44 ***UNANIMOUSLY APPROVED"***

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47 **xxxxx**

48 **RESOLUTION NO. 086. S.2023**

49 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
50 ***NTA GOVERNING BOARD APPROVES THE REQUEST FOR THE***
51 ***CREATION / CONSTITUTION OF AN NTA COMPOSITE TEAM WITH***
52 ***FULL AUTHORITY TO NEGOTIATE WITH THE PHILIPPINE***
53 ***DEPOSIT INSURANCE CORPORATION (PDIC) FOR THE FINAL***
54 ***SETTLEMENT OF UNPAID LOAN ON THE NTA REAL PROPERTY***

1 **LOCATED AT BRGY. SAN ISIDRO, RODRIGUEZ (MONTALBAN),**
2 **RIZAL.**

3
4 **BE IT RESOLVED FURTHER, THAT THE NTA COMPOSITE**
5 **TEAM SHALL BE COMPOSED OF THE FOLLOWING:**

6
7 **Chairman:** **Mr. BENEDICTO M. SAVELLANO**
8 *Deputy Administrator for Support Services*

9
10 **Members:** **Ms. ZENaida T. ARROJO**
11 *Manager, Administrative Department*
12 **Mr. REYNALDO C. AQUINO**
13 *Officer-in-Charge (OIC), Finance Department*
14 **Atty. ROHBERT A. AMBROS**
15 *Manager, Regulation Department*
16 **Atty. JUN FRED V. PARADO**
17 *Attorney V/ Acting Board Secretary V*

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19 **Board Representative:** **Dir. WILFREDO C. MARTINEZ**
20 *Chairman, Committee on Legal Matters & Properties*

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22 **UNANIMOUSLY APPROVED"**
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RESOLUTION NO. 087, S.2023

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE
NTA GOVERNING BOARD APPROVES THE REPORT ON THE REVIEW
OF PROTOCOL RESEARCH GUIDELINES, SUBJECT TO THE
RECOMMENDATIONS OF THE MEMBERS OF THE BOARD.**

UNANIMOUSLY APPROVED"

XXXXX

RESOLUTION NO. 088, S.2023

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,
THAT THE NTA GOVERNING BOARD APPROVES THE
RESULT OF THE NTA STRATEGIC PLANNING (STRATPLAN).**

UNANIMOUSLY APPROVED"

XXXXX

RESOLUTION NO. 089, S.2023

**"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,
THAT THE NTA GOVERNING BOARD APPROVES THE AUDIT
REPORT ON THE PROCESS OF CONDUCT OF OCULAR
INSPECTION, DOCUMENTATION AND RECORDING OF
TOBACCO PRODUCTS REGULATION DIVISION FOR (CY)
2023.**

UNANIMOUSLY APPROVED"

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RESOLUTION NO. 090, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE PROPOSED SIMULTANEOUS CIVIL, ELECTRICAL WORKS AND APPLICATION FOR THE ELECTRICAL SUPPLY OF THE QUALITY ASSURANCE & LABORATORY BUILDING, WITH A BUDGETARY REQUIREMENTS OF PHP 1,005,979.98.

UNANIMOUSLY APPROVED”

xxxxx

ATTY. PARADO: Thank you, madam Chair. Our last item is on “Other Matters”, the “Proposed Schedule for the 118th Special Board Meeting of the NTA Governing Board, which will be on 27 June 2023, Tuesday, at 9:00AM (tentative).”

As such, Madam Chair, we have no other agenda.

We are ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are now ready to adjourn. Can we have a motion?

DIR. CASELA: Madam Chair. I move for the adjournment of the meeting.

DIR. PADAYAO: I second the motion.

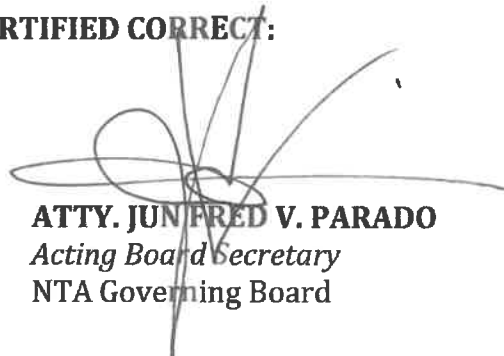
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today’s meeting is hereby adjourned.

SO ORDERED.

Thank you.

Note: THE MEETING WAS ADJOURNED AT EXACTLY 2:20PM.

PREPARED AND CERTIFIED CORRECT:


ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

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ATTESTED:



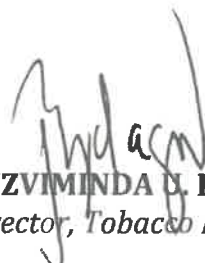
Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board



Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



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



Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SEVENTEENTH (117TH) SPECIAL BOARD MEETING OF
THE NTA BOARD OF DIRECTORS, HELD AT THE NTA BOARD ROOM, 11/F
UPPER CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY
23 MAY 2023 (1:30 PM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Atty. JANE C. BACAYO	-	Assistant Secretary for Administration
Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
Mr. FREDDIE G. LAZARO	-	Public Relations Officer V
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 1:30PM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She also acknowledged the presence of ASec. Atty. Jane C. Bacayo, DA-OSEC representative for the 117th Special Board Meeting of the NTA Governing Board.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

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III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to determine the quorum.

ATTY. PARADO: Thank you very much, madam Chair.

Good afternoon to all of us. For the 117th Special Board Meeting of the NTA Governing Board, we have here with us, personally present in the Board Room, our NTA Administrator and CEO Belinda S. Sanchez. Good afternoon, ma'am. And may we also acknowledge the presence of Atty. Jane C. Bacayo, Assistant Secretary for Administration, DA-OSEC. Also, we have our honorable directors, Dir. Nestor C. Casela, Dir. Luzviminda U. Padayao, Dir. Jessie Pat M. Serna, Dir. Wilfredo C. Martinez and Dir. Danilo C. Trongco, thru online platform. May we also acknowledge the presence of our Executive Assistant IV/ Special Assistant to the Administrator, Mr. Benjamin V. Sarmiento, Dr. Giovanni B. Palabay, OIC-Deputy Administrator for Operations, Mr. Freddie G. Lazaro, Public Relations Officer V, and Mr. Emmanuel N. Valera, Administrative Assistant I of the Governing Board.

As such, madam Chair, we have a quorum. Thank you very much.

ADMIN. SANCHEZ: Thank you Attorney. There being a Quorum, we are now going to the reading of the Agenda.

Again, may I call on the acting Board Secretary for the reading and presentation of the Agenda.

ATTY. PARADO: Thank you, madam Chair.

So, for our first agenda, we have the **"Approval of the Agenda of the 117th Special Board Meeting of the NTA Governing Board, held on 23 May 2023, at the NTA Board Room, 11/F Upper Class Tower Building, Quezon Avenue, Quezon City"**. Can we have a motion?

DIR. SERNA: May I respectfully request for the approval of the Agenda of the 117th Special Board Meeting of the NTA Governing Board, held on 23 May 2023, at the NTA Board Room, 11/F Upper Class Tower Building, Quezon Avenue, Quezon City.

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of today's Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 074. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 117th SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 23 MAY 2023, AT THE NTA

UNANIMOUSLY APPROVED"

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6 **ATTY. PARADO:** Thank you, apo Directors. So, the Agenda for the 117th Special
7 Board Meeting is approved.
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10 Next, for approval/confirmation/consideration of the Board is
11 the **Agenda**, which is the "**Approval of the Minutes of the**
12 **162nd Regular Board Meeting of the NTA Governing Board**
13 **held on May 10, 2023, at 9:00AM at the Hotel Mills and**
14 **Rain, Alibagu, Ilagan City, Isabela**". Any motion?

15 **DIR. PADAYAO:** I move for the approval of the Minutes of the 162nd Regular
16 Board Meeting of the NTA Governing Board held on May 10,
17 2023, at 9:00AM at the Hotel Mills and Rain, Alibagu, Ilagan
18 City, Isabela
19

20 **DIR. SERNA:** I second the motion, subject to submission of amendments
21 within five (5) days from today.
22

23 **ADMIN. SANCHEZ:** The Motion for Approval of the Agenda having been duly
24 seconded, the same is approved, subject to submission of
25 amendments within five (5) days from today. Next item...
26
27

RESOLUTION NO. 075. S.2023

28
29 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
30 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
31 ***MINUTES OF THE 162nd REGULAR BOARD MEETING OF***
32 ***THE NTA GOVERNING BOARD, HELD ON 10 MAY 2023,***
33 ***AT 9:00 A.M., AT THE HOTEL MILLS AND RAIN,***
34 ***ALIBAGU, ILAGAN CITY, ISABELA.***

UNANIMOUSLY APPROVED"

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38 **ATTY. PARADO:** Thank you, madam Chair.
39

40 For our next agenda, **Agenda "A"**, we have the "**Approval of**
41 **the Report Update on the Status of Filling-Up of Vacant**
42 **Plantilla Positions in the National Tobacco**
43 **Administration**".
44

45 I would like also to manifest, your honors, and for the
46 information of the honorable ASec. Bacayo that this item was
47 thoroughly discussed in yesterday's Committee Meeting. As
48 such, may we request a Motion.
49

50 **ASEC. BACAYO:** Madam Chair. I don't have any comments and objections for
51 this particular matter, madam Chair. Thank you.
52

53 **DIR. CASELA:** May I, Attorney. I would like to inform and give some
54 background about this topic yesterday to the honorable ASec.
55 Sir, that the total number of vacant plantilla positions to be
56 filled up is fifty-seven (57), and these vacant positions exist in
57 the Central Office and from the eight (8) Provincial Branches
58 or Offices of NTA, Sir.

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DIR. MARTINEZ: Madam Chair. I move for the approval of the Report Update on the Status of Filling-Up of Vacant Plantilla Positions in the National Tobacco Administration.

DIR. PADAYAO: Madam Chair. I second the motion.

ADMIN. SANCHEZ: The motion for approval of Agenda "A" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 076, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE REPORT UPDATE ON THE STATUS OF FILLING-UP OF VACANT PLANTILLA POSITIONS IN THE NATIONAL TOBACCO ADMINISTRATION.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair.

Our next agenda, **Agenda "B"**, is for the **"Approval of the report on the Proposal for the Conduct of Management Trainings/Capacity Building for Managers/Division Chiefs (Top Management).**

Again, I would like to manifest that this topic has been discussed and reported in yesterday's Committee Meeting. As such, can we have a motion?

DIR. PADAYAO: Madam Chair. I move for the approval of the Report on the Proposal for the Conduct of Management Trainings/Capacity Building for Managers/Division Chiefs (Top Management).

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda "B" having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 077, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE PROPOSAL FOR THE CONDUCT OF MANAGEMENT TRAINING/CAPACITY BUILDING FOR MANAGERS/DIVISION CHIEFS (TOP MANAGEMENT).

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair.

Next, is **Agenda "C"**, which is for the **"Approval of the Report Update on the Status of Processing of Terminal Leave Applications of Retired NTA Employees (to include the following: 1) Number of Filers; 2) Number of Approved and Pending Applications; and 3) Feedbacks on Processing and Approval (COA Audit Observations)".**

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The subject matter was thoroughly discussed in yesterday's meeting. May we request a motion to be seconded?

DIR. SERNA: Madam Chair. I move for the approval of the Report Update on the Status of Processing of Terminal Leave Applications of Retired NTA Employees (to include the following: 1) Number of Filers; 2) Number of Approved and Pending Applications; and 3) Feedbacks on Processing and Approval (COA Audit Observations)

DIR. PADAYAO: Madam Chair. I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda "C" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 078, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES/ADOPTS THE REPORT ON THE STATUS OF PROCESSING OF TERMINAL LEAVE APPLICATIONS OF RETIRED NTA EMPLOYEES (TO INCLUDE THE FOLLOWING: 1) NUMBER OF FILERS; 2) NUMBER OF APPROVED AND PENDING APPLICATIONS; AND 3) FEEDBACKS ON PROCESSING AND APPROVAL (COA AUDIT OBSERVATIONS).

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair.

Next, is **Agenda "D"**, which is for the **"Approval of the Result of Audit on the Beef Battle Production Project (BCPAP) with Corresponding Audit Recommendations"**.

The subject matter was discussed in yesterday's meeting. May we request a motion to be seconded?

DIR. CASELA: Attorney, may I request our OIC-DAOP to give some background about this project for the information of ASec. Bacayo.

"The OIC-DAOP discussed this project for the information of ASec. Bacayo and the body. He discussed/reported the total numbers of beef cattle distributed to the different beneficiaries from Region I."

DIR. CASELA: Madam Chair. I therefore move for the approval of the Result of Audit on the Beef Battle Production Project (BCPAP) with Corresponding Audit Recommendations.

DIR. PADAYAO: Madam Chair. I second the motion for the approval of the Result of Audit on the Beef Battle Production Project (BCPAP) with Corresponding Audit Recommendations.

ADMIN. SANCHEZ: The Motion for approval of Agenda "D" having been duly seconded, the same is approved. Next...

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RESOLUTION NO. 079, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE RESULT OF AUDIT ON THE BEEF CATTLE PRODUCTION ASSISTANCE PROJECT (BCPAP) WITH CORRESPONDING AUDIT RECOMMENDATIONS.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, madam Chair.

Next, is Agenda “E”, which is for the “Approval of the Recall/Withdrawal/Cancellation of the Board Resolution No. 43, s. 2023 (Approving the Grant of Php 1,000.00 Across the Board Increase in the Wages of TPRO Job Order (JO) hirees, (effective April 01, 2023, among others) as its Contents have been Fully Encompassed/Included in the Provision of Board Resolution No. 053, s.2023 (Approving the Request for the New Rates of Wages for Job Order (JO) Hirees, Compliant with the New/ Revised Job Order (JO)/ Contract of Service (COS) Salary Matrix of the Department of Agriculture (DA).”

I would like to manifest that this subject matter has been discussed in yesterday’s meeting. May we request a motion to be seconded?

DIR. PADAYAO: Madam Chair. I move for the “Approval of the Recall/Withdrawal/Cancellation of the Board Resolution No. 43, s. 2023 (Approving the Grant of Php 1,000.00 Across the Board Increase in the Wages of TPRO Job Order (JO) hirees, (effective April 01, 2023, among others) as its Contents have been Fully Encompassed/Included in the Provision of Board Resolution No. 053, s.2023 (Approving the Request for the New Rates of Wages for Job Order (JO) Hirees, Compliant with the New/ Revised Job Order (JO)/ Contract of Service (COS) Salary Matrix of the Department of Agriculture (DA).”

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The motion for approval of Agenda “E” having been duly seconded, the same is approved. Next...

RESOLUTION NO. 080, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE RECALL/WITHDRAWAL/CANCELLATION OF BOARD RESOLUTION NO. 43, S. 2023 (APPROVING THE GRANT OF PHP 1,000.00 ACROSS THE BOARD INCREASE IN THE WAGES OF TPRO JOB ORDER (JO) HIREES, (EFFECTIVE APRIL 01, 2023, AMONG OTHERS) AS ITS CONTENTS HAVE BEEN FULLY ENCOMPASSED/INCLUDED IN THE PROVISION OF BOARD RESOLUTION NO. 053, S.2023 (APPROVING THE REQUEST FOR THE NEW RATES OF WAGES FOR JOB ORDER (JO) HIREES, COMPLIANT WITH THE NEW/ REVISED JOB ORDER (JO)/ CONTRACT OF

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2 **ERVICE (COS) SALARY MATRIX OF THE DEPARTMENT OF
AGRICULTURE (DA).**

3 **UNANIMOUSLY APPROVED"**

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5 **ATTY. PARADO:** Thank you, madam Chair.

6
7 Next, is **Agenda "F"**, which is for the **"Confirmation/Approval**
8 **of Award of Contract for the Project, Re-invitation to Bid**
9 **for: Supply & Delivery of Agricultural Inputs and Cattle**
10 **Animal under the DA - Quick Response Fun (QRF) for**
11 **Distribution to the Tobacco Farmers in Ilocos Regions (Lot**
12 **2)."**

13
14 The subject matter was discussed in yesterday's meeting. May
15 we request a motion to be seconded?

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17 **DIR. MARTINEZ:** Madam Chair. I move for the approval of Award of Contract for
18 the Project, Re-invitation to Bid for: Supply & Delivery of
19 Agricultural Inputs and Cattle Animal under the DA - Quick
20 Response Fund (QRF) for Distribution to the Tobacco Farmers
21 in Ilocos Regions (Lot 2).

22
23 **DIR. PADAYAO:** Madam Chair. I second the motion for the approval of Award
24 of Contract for the Project, Re-invitation to Bid for: Supply &
25 Delivery of Agricultural Inputs and Cattle Animal under the DA
26 - Quick Response Fund (QRF) for Distribution to the Tobacco
27 Farmers in Ilocos Regions (Lot 2).

28
29 **ADMIN. SANCHEZ:** The Motion for approval of Agenda "F" having been duly
30 seconded, the same is approved. Next...

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32 **RESOLUTION NO. 081, S.2023**

33 **"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,**
34 **THAT THE NTA GOVERNING BOARD APPROVES THE**
35 **AWARD OF CONTRACT FOR THE PROJECT, RE-INVITATION**
36 **TO BID FOR: SUPPLY & DELIVERY OF AGRICULTURAL**
37 **INPUTS AND CATTLE ANIMAL UNDER THE DA - QUICK**
38 **RESPONSE FUND (QRF) FOR DISTRIBUTION TO THE**
39 **TOBACCO FARMERS IN ILOCOS REGIONS (LOT 2).**

40 **UNANIMOUSLY APPROVED"**

41
42 **ATTY. PARADO:** Thank you, madam Chair.

43
44 Next, is **Agenda "G"**, which is for the **"Approval of the**
45 **Training Proposal on Drone Operation and Management**
46 **with a Budgetary Requirement of Php 171,525.00".**

47
48 The subject matter has been discussed in yesterday's meeting.
49 May we request a motion to be seconded?

50
51 **DIR. CASELA:** Madam Chair. I move for the approval of the Training Proposal
52 on Drone Operation and Management with a Budgetary
53 Requirement of Php 171,525.00.

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55 **DIR. SERNA:** Madam Chair. I second the motion.

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ADMIN. SANCHEZ: The Motion for approval of Agenda "G" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 082. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE TRAINING PROPOSAL ON DRONE OPERATION AND MANAGEMENT WITH A BUDGETARY REQUIREMENT OF PHP 171,525.00.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair.

Our last item is, on "Other Matters", the "Proposed Schedule for the 163rd Regular Board Meeting of the NTA Governing Board, which will be on 15 June 2023, Thursday, at 9:00AM (tentative)."

As such, madam Chair, we have no other agenda. We are ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. SERNA: Madam Chair. I move for the adjournment of the meeting.

DIR. MARTINEZ: I second the motion.

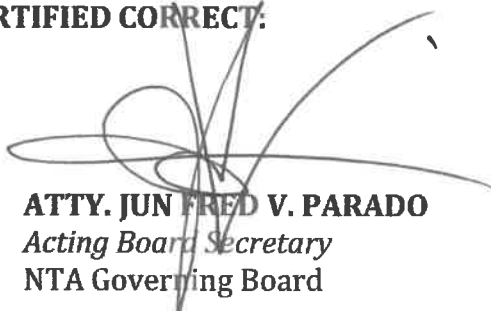
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.

Thank you.

Note: **THE MEETING WAS ADJOURNED AT EXACTLY 03:50PM.**


PREPARED AND CERTIFIED CORRECT:


ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board


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ATTESTED:


Hon. BELINDA S. SANCHEZ
*Administrator & CEO and Vice-Chairman,
NTA Governing Board*


Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector


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


Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector


Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector


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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTY FIRST (162nd) REGULAR BOARD MEETING OF
THE NTA GOVERNING BOARD, HELD AT HOTEL MILLS & RAIN, BRGY.
ALIBAGU, ILAGAN CITY, ISABELA
10 MAY 2023 (9:00AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Exporters Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
Atty. ROHBERT A. AMBROS	-	Manager, Regulation Department
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 9:00AM.

At the outset, she informed that as Vice-Chair, she will preside, all the matters in the agenda, being purely administrative in nature.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to determine the quorum.

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ATTY. PARADO: Thank you very much, madam Chair. Good morning to everyone. For the 162nd Regular Board Meeting of the NTA Governing Board, we have here with us, our NTA Administrator and CEO Belinda S. Sanchez. Good morning, ma'am. Also, we have our honorable directors, Dir. Nestor C. Casela, Dir. Luzviminda U. Padayao, Dir. Jessie Pat M. Serna, Dir. Danilo C. Trongco and Dir. Wilfredo C. Martinez. May we also acknowledge the presence of our Executive Assistant IV/ Special Assistant to the Administrator, Mr. Benjamin V. Sarmiento. Also, we have here Dr. Giovanni B. Palabay, OIC-Deputy Administrator for Operations, Atty. Rohbert A. Ambros, Regulations Department Manager and Mr. Emmanuel N. Valera, Administrative Assistant I. As such, madam Chair, we have a quorum. Thank you very much.

ADMIN. SANCHEZ: There being a Quorum, we are now going to the reading of the Agenda. Again, may I call on the acting Board Secretary for the reading and presentation of the Agenda.

ATTY. PARADO: Thank you, madam Chair. So, for our first agenda, we have the **"Approval of the Agenda of the 162nd Regular Board Meeting of the NTA Governing Board, held on 10 May 2023, at the Hotel Mills & Rain, Brgy. Alibagu, Ilagan City Isabela"**. Can we have a motion?

DIR. TRONGCO: May I respectfully request for the approval of the Agenda of the 162nd Regular Board Meeting of the NTA Governing Board, held on 10 May 2023, at the Hotel Mills & Rain, Brgy. Alibagu, Ilagan City Isabela.

DIR. MARTINEZ: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of today's Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 069, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 162nd REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 13 APRIL 2023, AT THE HOTEL MILLS & RAIN, BRGY. ALIBAGU, ILAGAN CITY ISABELA

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, apo Directors. So, the Agenda for the 162nd Regular Board Meeting is approved. Next, for approval/confirmation/consideration of the Board is **Agenda "A"**, which is the **"Approval of the Minutes of the 116th Special Board Meeting of the NTA Governing Board held on April 27, 2023, at 9:00AM at the NTA Tobacco Farmers' Training Center, Bauang, La Union"**. Any motion?

DIR. PADAYAO: I move for the approval of the Minutes of the 116th Special Board Meeting of the NTA Governing Board held on April 27,

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2023, at 9:00AM at the NTA Tobacco Farmers' Training Center, Bauang, La Union.

DIR. SERNA: I second the motion, subject to submission of amendments within five (5) days from today.

ADMIN. SANCHEZ: The Motion for Approval of Agenda "A" having been duly seconded, the same is approved, subject to submission of amendments within five (5) days from today. Next item...

RESOLUTION NO. 070. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 116TH SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON APRIL 27, 2023, AT 9:00AM AT THE NTA TOBACCO FARMERS' TRAINING CENTER, BAUANG, LA UNION.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda "B"**, we have the **"Approval of the Agency Plan & Budget (APB) for Calendar year (CY) 2024."** I would like also to manifest, your honors, that this topic was thoroughly discussed. As such, may we request for a Motion.

DIR. CASELA: Madam Chair. I respectfully move for the approval of the Agency Plan & Budget (APB) for Calendar year (CY) 2024.

DIR. PADAYAO: Madam Chair. I second the motion for the approval of the Agency Plan & Budget (APB) for Calendar year (CY) 2024.

ADMIN. SANCHEZ: The motion for approval of Agenda "B" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 071. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENCY PLAN & BUDGET (APB) FOR CALENDAR YEAR (CY) 2024.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you madam Chair. Our next agenda, **Agenda "C"**, is for the **"Approval of the Proposed Price per bag of Manufactured Tobacco Dust (Suggested Price Per Bag Delivered: Php200.00; Suggested Price Per Bag For Pick-Up: Php190.00; Wholesale, Minimum Of 200 Bags: Php180.00; Distributor's Price: Php170.00).** Again, I would like to manifest that this topic has been discussed. As such, may we request for a Motion.

DIR. PADAYAO: Madam Chair. I move for the approval of the Proposed Price per bag of Manufactured Tobacco Dust (Suggested Price Per Bag Delivered: Php200.00; Suggested Price Per Bag For Pick-Up:

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ATTESTED:

Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board

Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector

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

Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector

Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector

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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTEENTH (116TH) SPECIAL BOARD MEETING OF THE
NTA BOARD OF DIRECTORS, HELD AT THE NTA TOBACCO TRAINING CENTER
BAUANG, LA UNION
27 April 2023 (9:00 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Dr. GIOVANNI B. PALABAY	-	OIC Deputy Administrator for Operations
Ms. ZENAIDA T. ARROJO	-	Manager, Administrative Department
Ms. MINERVA P. MIZAL	-	Management Consultant
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 9:00AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She then requested an Opening Prayer.

II. OPENING PRAYER

One of the staff of the NTA Bauang Branch lead the Opening Prayer.

III. DETERMINATION OF QUORUM

1 The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to
2 determine the quorum.
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4 **ATTY. PARADO:** Thank you very much, madam Chair. Good morning to each
5 and everyone. For the 116th Special Board Meeting of the NTA
6 Governing Board, we have here with us, personally, our NTA
7 Administrator and CEO Belinda S. Sanchez. Good morning,
8 ma'am. Also, we have our honorable directors, Dir. Nestor
9 Casela, Dir. Teofilo Quintal, Dir. Jessie Pat Serna, and Dir.
10 Danilo Trongco, Dir. Wilfredo Martinez. May we also
11 acknowledge the presence of our Executive Assistant IV/
12 Special Assistant to the Administrator, Mr. Benjamin V.
13 Sarmiento, Dr. Giovanni B. Palabay, OIC Deputy Administrator
14 for Operation, Ma'am Zenaida T. Arrojo, Administrative
15 Department, Manager, Ma'am Minerva P. Mizal, our
16 Management Consultant and Mr. Emmanuel N. Valera,
17 Administrative Assistant I of the Governing Board. As such,
18 madam Chair, we have a quorum. Thank you very much.
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20 **ADMIN. SANCHEZ:** There being a Quorum, we are now going to the reading of the
21 Agenda. Again, may I call on the acting Board Secretary for the
22 reading and presentation of the Agenda.
23

24 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have the
25 "**Approval of the Agenda of the 116th Special Board**
26 **Meeting of the NTA Governing Board, held on 27 April**
27 **2023, at the NTA Tobacco Training Center Bauang, La**
28 **Union**". Can we have a motion?
29

30 **DIR. TRONGCO:** May I respectfully request for the approval of the Agenda of the
31 116th Special Board Meeting of the NTA Governing Board, held
32 on 27 April 2023, at the NTA Tobacco Training Center Bauang,
33 La Union.
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35 **DIR. MARTINEZ:** I second the motion.
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37 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
38 duly seconded, the same is APPROVED.
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RESOLUTION NO. 063. S.2023

42 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
43 ***THE NTA GOVERNING BOARD APPROVES THE AGENDA OF***
44 ***THE 116th SPECIAL BOARD MEETING OF THE NTA***
45 ***GOVERNING BOARD, HELD ON 27 APRIL 2023, AT THE***
46 ***TOBACCO FARMERS' TRAINING CENTER BAUANG, LA UNION.***
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48 ***UNANIMOUSLY APPROVED"***
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51 **ATTY. PARADO:** Thank you, apo Directors. So, the Agenda for the 116th Special
52 Board Meeting is approved. Next, for
53 approval/confirmation/consideration of the Board is **Agenda**
54 **"A"**, which is the "**Approval of the Minutes of the 161st**
55 **Regular Board Meeting of the NTA Governing Board held**
56 **on 12 April 2023, at 8:30AM at the NTA Tobacco Farmers'**
57 **Training Center, San Juan, Ilocos Sur**". Any motion?
58

1 **DIR. CASELA:** I move for the approval of the Minutes of the 161st Regular
2 Board Meeting of the NTA Governing Board held on 12 April
3 2023, at 8:30AM at the NTA Tobacco Farmers' Training Center,
4 San Juan, Ilocos Sur.

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6 **DIR. SERNA:** I second the motion, subject to submission of amendments
7 within five (5) days from today.
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9 **ADMIN. SANCHEZ:** The Motion for Approval of Agenda "A" having been duly
10 seconded, the same is approved, subject to submission of
11 amendments within five (5) days from today. Next item...
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14 **RESOLUTION NO. 064, S.2023**

15 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
16 ***THE NTA GOVERNING BOARD APPROVES THE MINUTES OF***
17 ***THE 161ST REGULAR BOARD MEETING OF THE NTA***
18 ***GOVERNING BOARD, HELD ON 13 APRIL 2023, AT THE***
19 ***TOBACCO FARMERS' TRAINING CENTER SAN JUAN, ILOCOS***
20 ***SUR.***

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22 ***UNANIMOUSLY APPROVED"***
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25 **ATTY. PARADO:** Thank you, madam Chair. For our next agenda, **Agenda "B"**, we
26 have the **"Approval of the Allocation of Fund for the**
27 **Payment of Salaries and Allowances for the prior years for**
28 **Mr. Benedicto M. Savellano, Deputy Administrator for**
29 **Support Services"**. I would like also to manifest, your honors,
30 that this item was thoroughly discussed in yesterday's
31 Committee Meeting. As such, may we request a Motion.
32

33 **DIR. TRONGCO:** Madam Chair. I respectfully move for the approval of the
34 Allocation of Fund for the Payment of Salaries and Allowances
35 for the prior years for Mr. Benedicto M. Savellano, Deputy
36 Administrator for Support Services.
37

38 **DIR. SERNA:** Madam Chair. I second the motion.
39

40 **ADMIN. SANCHEZ:** The motion for approval of Agenda "B" having been duly
41 seconded, the same is approved. Next...
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44 **RESOLUTION NO. 065, S.2023**

45 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
46 ***NTA GOVERNING BOARD APPROVES THE ALLOCATION OF FUND***
47 ***FOR THE PAYMENT OF SALARIES AND ALLOWANCES FOR PRIOR***
48 ***YEARS FOR MR. BENEDICTO M. SAVELLANO, DEPUTY***
49 ***ADMINISTRATOR FOR SUPPORT SERVICES.***

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52 ***UNANIMOUSLY APPROVED"***
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1 **ATTY. PARADO:** Thank you madam Chair. Our next agenda, **Agenda "C"**, is for
2 the **"Approval of the Revised Guidelines Prescribing the**
3 **Rates of Meals for In-house Training and Other Activities,**
4 **Effective: May 02, 2023"**. Again, I would like to manifest that
5 this topic has been discussed and reported in yesterday's
6 Meeting. As such, can we have a motion?
7

8 **DIR. CASELA:** Madam Chair. I move for the approval of the Revised
9 Guidelines Prescribing the Rates of Meals for In-house
10 Training and Other Activities, Effective: May 02, 2023.
11

12 **DIR. PADAYAO:** I second the motion for the approval of the Revised Guidelines
13 Prescribing the Rates of Meals for In-house Training and Other
14 Activities, Effective: May 02, 2023.
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16 **ADMIN. SANCHEZ:** The Motion for approval of Agenda "C" having been duly
17 seconded, the same is approved. Next item...
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20 **RESOLUTION NO. 066. S.2023**

21 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
22 ***NTA GOVERNING BOARD APPROVES THE REVISED GUIDELINES***
23 ***PRESCRIBING THE RATES OF MEALS FOR IN-HOUSE TRAINING***
24 ***AND OTHER ACTIVITIES, EFFECTIVE: MAY 01, 2023.***
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26 ***UNANIMOUSLY APPROVED"***
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31 **ATTY. PARADO:** Thank you, madam Chair. Our next item is on **"Other Matters"**
32 item no. 1 **"Approval of the Allocation of Fund for the**
33 **Payment of Salaries and Allowances for the prior years for**
34 **Ms. Ma. Kassandra M. Leopando, Private Secretary I, Per**
35 **CSC-NCR Legal Opinion Dated April 18, 2023."** I would like
36 to manifest that this topic has been discussed. As such, can we
37 have a motion?
38

39 **DIR. PADAYAO:** Madam Chair. I move for the approval of the Allocation of Fund
40 for the Payment of Salaries and Allowances for the prior years
41 for Ms. Ma. Kassandra M. Leopando, Private Secretary I, Per
42 CSC-NCR Legal Opinion Dated April 18, 2023.
43

44 **DIR. MARTINEZ:** I second the motion.
45

46 **ADMIN. SANCHEZ:** The Motion for approval of item no. 1, having been duly
47 seconded, the same is approved. Next item...
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RESOLUTION NO. 065. S.2023

50 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
51 ***NTA GOVERNING BOARD APPROVES THE ALLOCATION OF FUND***
52 ***FOR THE PAYMENT OF SALARIES AND ALLOWANCES FOR PRIOR***
53 ***YEARS FOR MR. BENEDICTO M. SAVELLANO, DEPUTY***
54 ***ADMINISTRATOR FOR SUPPORT SERVICES.***
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56 ***UNANIMOUSLY APPROVED"***
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ATTY. PARADO: Thank you, madam Chair. Next item no. 2 **“Approval of Change Signatories for Land Bank of the Philippines (LBP), Philippine Veterans Bank (PVB) and other banks, per bank requirement, due to designation, as follows: from Milagros C. Tiu to Reynaldo R. Aquino, Newly-Designated OIC-Finance Department, effective May 02, 2023.”** I would like to manifest that this topic has been discussed. As such, can we have a motion?

DIR. SERNA: Madam Chair. I move for the approval of the Change of Signatories for Land Bank of the Philippines (LBP), Philippine Veterans Bank (PVB) and other banks, per bank requirement, due to designation, as follows: from Milagros C. Tiu to Reynaldo R. Aquino, Newly-Designated OIC-Finance Department, effective May 02, 2023.

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for approval of item no. 2, having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 068, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE CHANGE SIGNATORIES FOR LAND BANK OF THE PHILIPPINES (LBP), PHILIPPINE VETERANS BANK (PVB) AND OTHER BANKS, PER BANK REQUIREMENT, DUE TO DESIGNATION, AS FOLLOWS: FROM MILAGROS C. TIU TO REYNALDO R. AQUINO, NEWLY-DESIGNATED OIC-FINANCE DEPARTMENT, EFFECTIVE MAY 02, 2023.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, madam Chair. Our last item on other matters, the **“Proposed Schedule for the 162nd Regular Board Meeting of the NTA Governing Board, which will be on 11 May 2023, Thursday, at 9:00AM, at the NTA Board Room, 11th Floor, Upper Class Building, Quezon Avenue, Quezon City.”** As such, madam Chair, we have no other agenda. We are ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. CASELA: Madam Chair. I move for the adjournment of the meeting.

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today’s meeting is hereby adjourned.

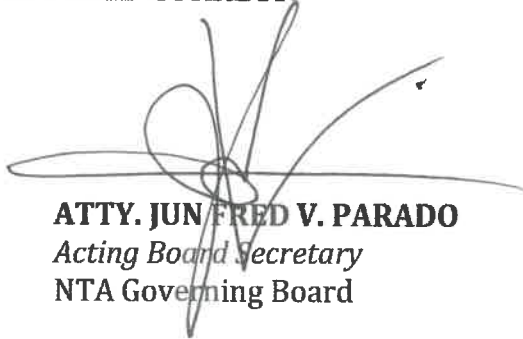
SO ORDERED.

Thank you.

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Note: THE MEETING WAS ADJOURNED AT EXACTLY 10:30AM.

PREPARED AND CERTIFIED CORRECT:



ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

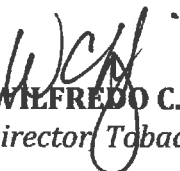
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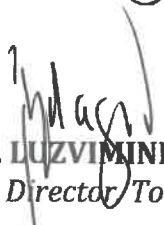
Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board




Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



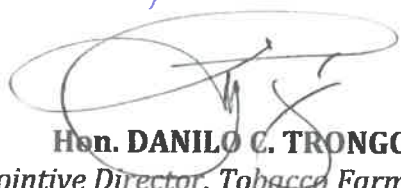
Hon. WILFREDO C. MARTINEZ
Appointive Director, Tobacco Farmers Sector



Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTY FIRST (161st) REGULAR BOARD MEETING OF
THE NTA GOVERNING BOARD, HELD AT THE TOBACCO FARMERS' TRAINING
CENTER, SAN JUAN, ILOCOS SUR
13 APRIL 2023 (8:30AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Exporters Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Dr. GIOVANNI B. PALABAY	-	OIC-Deputy Administrator for Operations
Ms. FORTUNA C. BENOSA	-	Manager, Corporate Planning Department
Ms. MINERVA P. MIZAL	-	Management Consultant
Ms. NORALYN I. IDICA	-	Manager, Ilocos Sur, Vigan Branch Office
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 8:30AM.

At the outset, she informed that as Vice-Chair, she will preside, all the matters in the agenda, being purely administrative in nature.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

1 **III. DETERMINATION OF QUORUM**

2
3 The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to
4 determine the quorum.

5
6 **ATTY. PARADO:** Thank you very much, madam Chair. Good morning to
7 everyone. For the 161st Regular Board Meeting of the NTA
8 Governing Board, we have here with us, our NTA
9 Administrator and CEO Belinda S. Sanchez. Good morning,
10 ma'am. Also, we have our honorable directors, Dir. Nestor C.
11 Casela, Dir. Luzviminda U. Padayao, Dir. Jessie Pat M. Serna,
12 Dir. Danilo C. Trongco and Dir. Wilfredo C. Martinez. May we
13 also acknowledge the presence of our Executive Assistant IV/
14 Special Assistant to the Administrator, Mr. Benjamin V.
15 Sarmiento. Also, we have here Ma'am Fortuna C. Benosa,
16 Corporate Planning Department Manager, Ma'am Minerva P.
17 Mizal, our Management Consultant, and Ma'am Noralyn I. Idica,
18 Manager, Vigan Branch. As such, madam Chair, we have a
19 quorum. Thank you very much.

20
21 **ADMIN. SANCHEZ:** There being a Quorum, we are now going to the reading of the
22 Agenda. Again, may I call on the acting Board Secretary for the
23 reading and presentation of the Agenda.

24
25 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have the
26 **"Approval of the Agenda of the 161st Regular Board**
27 **Meeting of the NTA Governing Board, held on 13 April**
28 **2023, at the Tobacco Farmers' Training Center, San Juan,**
29 **Ilocos Sur".** Can we have a motion?

30
31 **DIR. CASELA:** May I respectfully request for the approval of the Agenda of the
32 161st Regular Board Meeting of the NTA Governing Board, held
33 on 13 April 2023, at the Tobacco Farmers' Training Center, San
34 Juan, Ilocos Sur.

35
36 **DIR. SERNA:** I second the motion.

37
38 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
39 duly seconded, the same is APPROVED.

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42 **RESOLUTION NO. 059, S.2023**

43 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE***
44 ***NTA GOVERNING BOARD APPROVES THE AGENDA OF THE***
45 ***161ST REGULAR BOARD MEETING OF THE NTA GOVERNING***
46 ***BOARD, HELD ON 13 APRIL 2023, AT THE NTA TOBACCO***
47 ***FARMERS' TRAINING CENTER, SAN JUAN, ILOCOS SUR.***

48
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50 ***UNANIMOUSLY APPROVED"***

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53 **ATTY. PARADO:** Thank you, apo Directors. So, the Agenda for the 161st Regular
54 Board Meeting is approved. Next, for
55 approval/confirmation/consideration of the Board is Agenda
56 "A", which is the **"Approval of the Minutes of the 115th**
57 **Special Board Meeting of the NTA Governing Board held**
58 **on March 23, 2023, at 9:00AM at the NTA Board Room,**

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11/F Upper Class Bldg., Quezon Avenue, Quezon City". Any motion?

DIR. SERNA: I move for the approval of the Minutes of the 115th Special Board Meeting of the NTA Governing Board held on March 23, 2023, at 9:00AM at the NTA Board Room, 11/F Upper Class Bldg., Quezon Avenue, Quezon City.

DIR. CASELA: I second the motion, subject to submission of amendments within five (5) days from today.

ADMIN. SANCHEZ: The Motion for Approval of Agenda "A" having been duly seconded, the same is approved, subject to submission of amendments within five (5) days from today. Next item...

RESOLUTION NO. 060, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 115TH SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 23 MARCH 2023, AT 9:00 A.M., AT THE NTA BOARD ROOM, 11/F UPPER CLASS TOWER BLDG., QUEZON AVENUE, QUEZON CITY.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda "B"**, we have the **"Approval /Adoption of the Report Update on the Quick Response Fund (QRF) - Region 1 (Procurement of Beef Cattle)"**. I would like also to manifest, your honors, that this topic was thoroughly discussed in yesterday's Committee Meeting. As such, may we request for a Motion.

DIR. CASELA: Madam Chair. I respectfully move for the approval /adoption of the Report Update on the Quick Response Fund (QRF) - Region 1 (Procurement of Beef Cattle).

DIR. PADAYAO: Madam Chair. I second the motion for the approval /adoption of the Report Update on the Quick Response Fund (QRF) - Region 1 (Procurement of Beef Cattle).

ADMIN. SANCHEZ: The motion for approval of Agenda "B" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 061, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES/ADOPTS THE REPORT UPDATE ON THE QUICK RESPONSE FUND (QRF) - REGION 1 (PROCUREMENT OF BEEF CATTLE).

UNANIMOUSLY APPROVED"

1 **ATTY. PARADO:** Thank you madam Chair. Our next agenda, **Agenda "C"**, is for
2 the **"Approval of the proposed cost per bag of Tobacco Dust.**
3 Again, I would like to manifest that this topic has been
4 discussed and reported in yesterday's Meeting, and there was
5 a motion for deferment, which was duly approved by the Board
6 for further discussion. As such, any motion for the Deferment
7 of this Agenda?
8

9 **DIR. PADAYAO:** Madam Chair. I move for the deferment of the Agenda on the
10 request for approval of the proposed cost per bag of Tobacco Dust.
11

12 **DIR. CASELA:** I second the motion.
13

14 **ADMIN. SANCHEZ:** The Motion for Deferment of Agenda "C" having been duly
15 seconded, the same is approved. Next item...
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17

"AGENDA "C" DEFERRED"

18 **ATTY. PARADO:** Thank you, madam Chair. Next, is **Agenda "D"**, which is for the
19 **"Approval/Adoption of the report updates on the meetings**
20 **conducted with the Local Government Units (LGUs) of the**
21 **Province of Cagayan and Ilagan City, Isabela.** The subject matter
22 has been discussed in yesterday's meeting. May we request a
23 motion, to be seconded?
24

25 **DIR. SERNA:** Madam Chair. I move for the approval/adoption of the report
26 updates on the meetings conducted with the Local Government
27 Units (LGUs) of the Province of Cagayan and Ilagan City, Isabela.
28

29 **DIR. TRONGCO:** Madam Chair. I second the motion for the approval/adoption of
30 the report updates on the meetings conducted with the Local
31 Government Units (LGUs) of the Province of Cagayan and Ilagan City,
32 Isabela.
33

34 **ADMIN. SANCHEZ:** The Motion for approval of Agenda "D" having been duly
35 seconded, the same is approved. Next...
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RESOLUTION NO. 062, S.2023

39 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
40 ***THAT THE NTA GOVERNING BOARD***
41 ***APPROVES/ADOPTS THE REPORT UPDATES ON THE***
42 ***MEETINGS CONDUCTED WITH THE LOCAL***
43 ***GOVERNMENT UNITS (LGUs) OF THE PROVINCE OF***
44 ***CAGAYAN AND ILAGAN CITY, ISABELA***
45

46 ***UNANIMOUSLY APPROVED"***
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50 **ATTY. PARADO:** Thank you, madam Chair. Our last item is on **"Other Matters"**
51 the **"Proposed Schedule for the 116th Special Board**
52 **Meeting of the NTA Governing Board, which will be on 27**
53 **April 2023, Thursday, at 9:00AM (tentative)."** As such,
54 madam Chair, we have no other agenda. We are ready to
55 adjourn.
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V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. CASELA: Madam Chair. I move for the adjournment of the meeting.

DIR. TRONGCO: I second the motion.

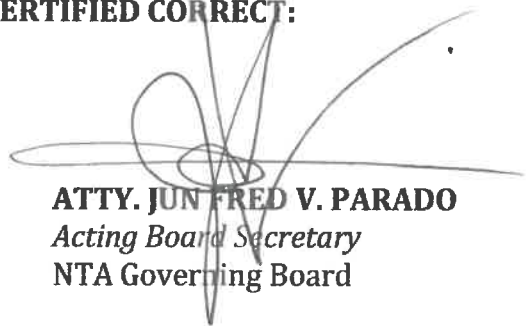
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.

Thank you.


Note: **THE MEETING WAS ADJOURNED AT EXACTLY 09:30AM.**

PREPARED AND CERTIFIED CORRECT:



ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board


ATTESTED:



Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board



Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



Hon. WILFREDO C. MARTINEZ
Appointive Director Tobacco Farmers Sector


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Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND FIFTEENTH (115TH) SPECIAL BOARD MEETING OF THE
NTA BOARD OF DIRECTORS, HELD AT THE NTA BOARD ROOM, 11/F UPPER
CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY
23 March 2023 (9:00 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. LUZVIMUNDA U. PADAYAO	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 9:00AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to determine the quorum.

1 **ATTY. PARADO:** Thank you very much, madam Chair. Good morning to each
2 and everyone. For the 115th Special Board Meeting of the NTA
3 Governing Board, we have here with us, personally present in
4 the Board Room, our NTA Administrator and CEO Belinda S.
5 Sanchez. Good morning, ma'am. Also, we have our honorable
6 directors, Dir. Nestor Casela, Dir. Teofilo Quintal, Dir. Jessie Pat
7 Serna, and Dir. Danilo Trongco. We will be joined shortly by
8 Dir. Wilfredo Martinez thru the online platform. May we also
9 acknowledge the presence of our Executive Assistant IV/
10 Special Assistant to the Administrator, Mr. Benjamin V.
11 Sarmiento, and Mr. Emmanuel N. Valera, Administrative
12 Assistant I of the Governing Board. As such, madam Chair, we
13 have a quorum. Thank you very much.

14
15 **ADMIN. SANCHEZ:** There being a Quorum, we are now going to the reading of the
16 Agenda. Again, may I call on the acting Board Secretary for the
17 reading and presentation of the Agenda.

18
19 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have the
20 **"Approval of the Agenda of the 115th Special Board**
21 **Meeting of the NTA Governing Board, held on 23 March**
22 **2023, at the NTA Board Room, 11/F Upper Class Tower**
23 **Building, Quezon Avenue, Quezon City"**. Can we have a
24 motion?
25

26 **DIR. TRONGCO:** May I respectfully request for the approval of the Agenda of the
27 115th Special Board Meeting of the NTA Governing Board, held
28 on 23 March 2023, at the NTA Board Room, 11/F Upper Class
29 Tower Building, Quezon Avenue, Quezon City.

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31 **DIR. SERNA:** I second the motion.

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33 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
34 duly seconded, the same is APPROVED.

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37 **RESOLUTION NO. 048. S.2023**

38 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
39 ***THE NTA GOVERNING BOARD APPROVES THE AGENDA OF***
40 ***THE 115th SPECIAL BOARD MEETING OF THE NTA***
41 ***GOVERNING BOARD, HELD ON 23 MARCH 2023, AT THE NTA***
42 ***BOARD ROOM, 11/F UPPER CLASS TOWER BUILDING,***
43 ***QUEZON AVENUE, QUEZON CITY.***

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46 ***UNANIMOUSLY APPROVED"***

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50 **ATTY. PARADO:** Thank you, apo Directors. So, the Agenda for the 115th Special
51 Board Meeting is approved. Next, for
52 approval/confirmation/consideration of the Board is **Agenda**
53 **"A"**, which is the **"Approval of the Minutes of the 160th**
54 **Regular Board Meeting of the NTA Governing Board held**
55 **on March 10, 2023, at 9:30AM at the NTA Board Room,**
56 **11/F Upper Class Bldg., Quezon Avenue, Quezon City"**. Any
57 motion?
58

- 1 **DIR. SERNA:** I move for the approval of the Minutes of the 160th Regular
- 2 Board Meeting of the NTA Governing Board held on March 10,
- 3 2023, at 9:30AM at the NTA Board Room, 11/F Upper Class
- 4 Bldg., Quezon Avenue, Quezon City.
- 5
- 6 **DIR. CASELA:** I second the motion, subject to submission of amendments
- 7 within five (5) days from today.
- 8
- 9 **ADMIN. SANCHEZ:** The Motion for Approval of Agenda "A" having been duly
- 10 seconded, the same is approved, subject to submission of
- 11 amendments within five (5) days from today. Next item...
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RESOLUTION NO. 049, S.2023

***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,
 THAT THE NTA GOVERNING BOARD APPROVES THE
 MINUTES OF THE 160TH REGULAR MEETING OF THE
 NTA GOVERNING BOARD, HELD ON 10 MARCH 2023,
 AT 9:30 A.M., AT THE NTA BOARD ROOM, 11/F UPPER
 CLASS TOWER BLDG., QUEZON AVENUE, QUEZON CITY.***

UNANIMOUSLY APPROVED"

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- 26 **ATTY. PARADO:** Thank you, madam Chair. For our next agenda, **Agenda "B"**, we
- 27 have the **"Approval of the Supplemental Guidelines for the**
- 28 **Beef Cattle Production Assistance Project (BCPAP) - 1, 2 &**
- 29 **3"**. I would like also to manifest, your honors, that this item was
- 30 thoroughly discussed in yesterday's Committee Meeting. As
- 31 such, may we request for a Motion.
- 32
- 33 **DIR. TRONGCO:** Madam Chair. I respectfully move for the approval of the
- 34 Supplemental Guidelines for the Beef Cattle Production
- 35 Assistance Project (BCPAP) - 1, 2 & 3".
- 36
- 37 **DIR. PADAYAO:** Madam Chair. I second the motion for the approval of the
- 38 Supplemental Guidelines for the Beef Cattle Production
- 39 Assistance Project (BCPAP) - 1, 2 & 3".
- 40
- 41 **ADMIN. SANCHEZ:** The motion for approval of Agenda "B" having been duly
- 42 seconded, the same is approved. Next...
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RESOLUTION NO. 050, S.2023

***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,
 THAT THE NTA GOVERNING BOARD APPROVES THE
 SUPPLEMENTAL GUIDELINES FOR THE BEEF CATTLE
 PRODUCTION ASSISTANCE PROJECT (BCPAP) - 1, 2 &
 3".***

UNANIMOUSLY APPROVED"

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56

1 **ATTY. PARADO:** Thank you madam Chair. Our next agenda, **Agenda "C"**, is for
2 the **"Approval of the Implementing Guidelines for the**
3 **Tobacco Farmers' Production Grant, CY 2023-2024"**.
4 Again, I would like to manifest that this topic has been
5 discussed and reported in yesterday's Meeting. As such, can we
6 have a motion?
7

8 **DIR. PADAYAO:** Madam Chair. I move for the approval of the Implementing
9 Guidelines for the Tobacco Farmers' Production Grant, CY
10 2023-2024.
11

12 **DIR. CASELA:** I second the motion.
13

14 **ADMIN. SANCHEZ:** The Motion for approval of Agenda "C" having been duly
15 seconded, the same is approved. Next item...
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17

18 **RESOLUTION NO. 051. S.2023**

19 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
20 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
21 ***IMPLEMENTING GUIDELINES FOR THE TOBACCO***
22 ***FARMERS' PRODUCTION GRANT, CY 2023-2024.***
23
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25 ***UNANIMOUSLY APPROVED"***

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27
28 **ATTY. PARADO:** Thank you, madam Chair. Next, is **Agenda "D"**, which is for the
29 **"Approval of the Agency Financial Report/Statement, for**
30 **Calendar Years (CY) 2021 - 2022"**. The subject matter has
31 been discussed in yesterday's meeting. May we request a
32 motion, to be seconded?
33

34 **DIR. SERNA:** Madam Chair. I move for the approval of the Agency Financial
35 Report/Statement, for Calendar Years (CY) 2021 - 2022.
36

37 **DIR. PADAYAO:** Madam Chair. I second the motion for the approval of the
38 Agency Financial Report/Statement, for Calendar Years (CY)
39 2021 - 2022.
40

41 **ADMIN. SANCHEZ:** The Motion for approval of Agenda "D" having been duly
42 seconded, the same is approved. Next...
43
44

45 **RESOLUTION NO. 052. S.2023**

46 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
47 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
48 ***AGENCY FINANCIAL REPORT/STATEMENT, FOR***
49 ***CALENDAR YEARS (CY) 2021 - 2022.***
50
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52 ***UNANIMOUSLY APPROVED"***

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55 **ATTY. PARADO:** Thank you, madam Chair. Next, is **Agenda "E"**, which is for the
56 **"Approval of New Rates of Wages for Job Order (JO) Hirees,**

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Compliant with the New/Revised Job Order (JO)/Contract of Service (COS) Salary Matrix of the Department of Agriculture (DA)." I would like to manifest that this subject matter has been discussed in yesterday's meeting. May we request a motion, to be seconded?

DIR. PADAYAO: Madam Chair. I move for the approval of New Rates of Wages for Job Order (JO) Hirees, Compliant with the New/Revised Job Order (JO)/Contract of Service (COS) Salary Matrix of the Department of Agriculture (DA).

DIR. SERNA: I second the motion.

ADMIN. SANCHEZ: The motion for approval of Agenda "E" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 053. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE NEW RATES OF WAGES FOR JOB ORDER (JO) HIREES, COMPLIANT WITH THE NEW/REVISED JOB ORDER (JO)/CONTRACT OF SERVICE (COS) SALARY MATRIX OF THE DEPARTMENT OF AGRICULTURE (DA).

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. Next, is Agenda "F", which is for the "Approval of the Proposed NTA Corporate Operating Budget (COB) for Calendar Year (CY) 2023". The subject matter has been discussed in yesterday's meeting. May we request a motion, to be seconded?

DIR. TRONGCO: Madam Chair. I move for the approval of the Proposed NTA Corporate Operating Budget (COB) for Calendar Year (CY) 2023.

DIR. SERNA: Madam Chair. I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda "F" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 054. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE PROPOSED NTA CORPORATE OPERATING BUDGET (COB) FOR CALENDAR YEAR (CY) 2023.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. Next, is Agenda "G", which is for the "Approval of the Constitution of the NTA Composite Team, based on functional responsibility, with full authority to

1 negotiate for and on behalf of the Agency, with the
2 Mariano Marcos State University (MMSU) on the Final
3 Resolution of Issues on Landholdings in Batac City, Ilocos
4 Norte". The subject matter has been discussed in yesterday's
5 meeting. May we request a motion, to be seconded?
6

7 **DIR. CASELA:** Madam Chair. I move for the approval of the Constitution of the
8 NTA Composite Team, based on functional responsibility, with
9 full authority to negotiate for and on behalf of the Agency, with
10 the Mariano Marcos State University (MMSU) on the Final
11 Resolution of Issues on Landholdings in Batac City, Ilocos
12 Norte.
13

14 **DIR. SERNA:** Madam Chair. I second the motion.

15
16 **ADMIN. SANCHEZ:** The Motion for approval of Agenda "G" having been duly
17 seconded, the same is approved. Next...
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RESOLUTION NO. 055, S.2023

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21 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
22 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
23 ***CONSTITUTION OF THE NTA COMPOSITE TEAM, BASED ON***
24 ***FUNCTIONAL RESPONSIBILITY, WITH FULL AUTHORITY***
25 ***TO NEGOTIATE FOR AND ON BEHALF OF THE AGENCY,***
26 ***WITH THE MARIANO MARCOS STATE UNIVERSITY***
27 ***(MMSU) ON THE FINAL RESOLUTION OF ISSUES ON***
28 ***LANDHOLDINGS IN BATAC CITY, ILOCOS NORTE.***

29 ***BE IT RESOLVED FURTHER, THAT THE NTA COMPOSITE***
30 ***TEAM SHALL BE COMPOSED OF THE FOLLOWING:***

31
32 ***Chairman: Mr. BENEDICTO M. SAVELLANO***
33 ***Deputy Administrator for Support Services***

34 ***Members: Ms. ZENAIDA T. ARROJO***
35 ***Manager, Administrative Department***
36 ***Ms. MILAGROS C. TIU***
37 ***Officer-in-Charge (OIC), Finance Department***
38 ***Atty. ROHBERT A. AMBROS***
39 ***Manager, Regulation Department***
40 ***Atty. JUN FRED V. PARADO***
41 ***Attorney V/Acting Board Secretary V***

42 ***Board Representatives: Dir. WILFREDO C. MARTINEZ***
43 ***Chairman, Committee on Legal Matters & Properties***
44 ***Dir. NESTOR C. CASELA***
45 ***Chairman, Committee on Audit & Finance***
46 ***Dir. LUZVIMINDA U. PADAYAO***
47 ***Chairperson, Committee on Research & Extension***
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50 ***UNANIMOUSLY APPROVED"***
51

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53 **ATTY. PARADO:** Thank you, madam Chair. Next, is Agenda "H", which is for the
54 "Approval of the Constitution of the NTA Composite Team,
55 based on functional responsibility, with full Authority to
56 negotiate for and on behalf of the Agency, With the
57 proponent, relating to the Proposed Purchase of the Real
58 Property Located In Las Pinas City, Consisting Of 94, 802
59 Square Meters, Covered by TCT NO. (S-23814) T-22933-A".

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The subject matter has been discussed ... yesterday's meeting.
May we request a motion, to be seconded?

DIR. TRONGCO: Madam Chair. I move for the approval of the Constitution of the NTA Composite Team, based on functional responsibility, with full Authority to negotiate for and on behalf of the Agency, with the proponent, relating to the Proposed Purchase of the Real Property Located In Las Pinas City, Consisting Of 94, 802 Square Meters, Covered by TCT NO. (S-23814) T-22933-A.

DIR. SERNA: Madam Chair. I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda "H" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 056, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE CONSTITUTION OF THE NTA COMPOSITE TEAM, BASED ON FUNCTIONAL RESPONSIBILITY, WITH FULL AUTHORITY TO NEGOTIATE FOR AND ON BEHALF OF THE AGENCY, WITH THE PROPONENT, RELATING TO THE PROPOSED PURCHASE OF THE REAL PROPERTY LOCATED IN LAS PINAS CITY, CONSISTING OF 94, 802 SQUARE METERS, COVERED BY TCT NO. (S-23814) T-22933-A.

BE IT RESOLVED FURTHER, THAT THE NTA COMPOSITE TEAM SHALL BE COMPOSED OF THE FOLLOWING:

***Chairman: Mr. BENEDICTO M. SAVELLANO
Deputy Administrator for Support Services***

***Members: Ms. ZENAIDA T. ARROJO
Manager, Administrative Department
Ms. MILAGROS C. TIU
Officer-in-Charge (OIC), Finance Department
Atty. ROHBERT A. AMBROS
Manager, Regulation Department
Atty. JUN FRED V. PARADO
Attorney V/Acting Board Secretary V***

***Board Representatives: Dir. WILFREDO C. MARTINEZ
Chairman, Committee on Legal Matters & Properties***

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. Next, is Agenda "I", which is for the "Approval of the Reconstitution of the Board Committees, in Compliance with the Guidelines of the Governance Commission for GOCCs (GCG), In view of recent Appointments of new Members to the Board". The subject matter has been discussed in yesterday's meeting. May we request a motion, to be seconded?

DIR. TRONGCO: Madam Chair. I move for the approval of the Reconstitution of the Board Committees, in Compliance with the Guidelines of the Governance Commission for GOCCs (GCG), In view of recent Appointments of new Members to the Board.

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DIR. PADAYAO: Madam Chair. I second the motion for approval of the Reconstitution of the Board Committees, in Compliance with the Guidelines of the Governance Commission for GOCCs (GCG), In view of recent Appointments of new Members to the Board.

ADMIN. SANCHEZ: The Motion for approval of Agenda "I" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 057, S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE RECONSTITUTION OF THE BOARD COMMITTEES, IN COMPLIANCE WITH THE GUIDELINES OF THE GOVERNANCE COMMISSION FOR GOCCs (GCG), IN VIEW OF RECENT APPOINTMENTS OF NEW MEMBERS TO THE BOARD, AS FOLLOWS;

I. Committee on Corporate Governance

Chairman: Pres. Ferdinand R. Marcos, Jr.
Members: Senior Undersecretary Domingo F. Panganiban
Administrator & CEO Belinda S. Sanchez, CPA
Dir. Wilfredo C. Martinez

II. Committee on Audit & Finance

Chairman: Dir. Nestor C. Casela
Members: Dir. Luzviminda U. Padayao
Dir. Wilfredo C. Martinez
Dir. Jessie Pat M. Serna

III. Committee on Research & Extension

Chairperson: Dir. Luzviminda U. Padayao
Members: Dir. Nestor C. Casela
Dir. Danilo C. Trongco
Administrator & CEO Belinda S. Sanchez, CPA

IV. Committee on Trading Operations & Regulation

Chairman: Dir. Jessie Pat M. Serna
Members: Dir. Luzviminda U. Padayao
Dir. Wilfredo C. Martinez

V. Committee on Nomination, Remuneration & Personnel Administration

Chairperson: Administrator & CEO Belinda S. Sanchez, CPA
Members: Dir. Nestor C. Casela
Dir. Danilo C. Trongco
Dir. Jessie Pat M. Serna

VI. Committee on Corporate Social Responsibilities, Public Relations, Public Safety & Security

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Acting Chairperson: Administrator & CEO Belinda S. Sanchez, CPA
Members: Dir. Jessie Pat M. Serna
Dir. Danilo C. Trongco
Dir. Wilfredo C. Martinez

VII. Committee on Risk Management

Chairman: Dir. Danilo C. Trongco
Members: Administrator & CEO Belinda S. Sanchez, CPA
Dir. Jessie Pat M. Serna

VIII. Committee on Legal Matters & Properties

Chairman: Dir. Wilfredo C. Martinez
Members: Dir. Luzviminda U. Padayao
Dir. Nestor C. Casela
Dir. Danilo C. Trongco

UNANIMOUSLY APPROVED

ATTY. PARADO: Thank you, madam Chair. Next, is **Agenda “J”**, which is for the **“Approval of the Budget for Subscription of Surveying Apps, as Amended”**. The subject matter has been discussed in yesterday’s meeting. May we request a motion, to be seconded?

DIR. PADAYAO: Madam Chair. I move for the approval of the Budget for Subscription of Surveying Apps, as Amended.

DIR. SERNA: Madam Chair. I second the motion.

ADMIN. SANCHEZ: The Motion for approval of Agenda “J” having been duly seconded, the same is approved. Next...

RESOLUTION NO. 054, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE PROPOSED NTA CORPORATE OPERATING BUDGET (COB) FOR CALENDAR YEAR (CY) 2023.

UNANIMOUSLY APPROVED

ATTY. PARADO: Thank you, madam Chair. Our last item is on **“Other Matters”** the **“Proposed Schedule for the 161st Regular Board Meeting of the NTA Governing Board, which will be on 13 April 2023, Thursday, at 9:00AM (tentative).”** As such, madam Chair, we have no other agenda. We are ready to adjourn.

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V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. SERNA: Madam Chair. I move for the adjournment of the meeting.

DIR. TRONGCO: I second the motion.


ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.

Thank you.

Note: **THE MEETING WAS ADJOURNED AT EXACTLY 09:50AM.**

PREPARED AND CERTIFIED CORRECT:


ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

ATTESTED:


Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board


Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector


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

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Hon. LUZVIMINDA U. PADAYAO
Appointive Director, Tobacco Farmers Sector



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND SIXTIETH (160TH) REGULAR BOARD MEETING OF THE
NTA BOARD OF DIRECTORS, HELD AT THE NTA BOARD ROOM, 11/F UPPER
CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY
10 March 2023 (9:30 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSIE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 9:30AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

II. OPENING PRAYER

Mr. Valera, Administrative Assistant I, led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to determine the quorum.

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ATTY. PARADO: Thank you very much, madam Chair. Good morning to all of us. For the 160th Regular Board Meeting of the NTA Governing Board, we have here with us the NTA Administrator and CEO Belinda S. Sanchez. Good morning, ma'am. Also, we have our honorable directors, Dir. Nestor Casela, Dir. Teofilo Quintal, Dir. Jessie Pat Serna, and Dir. Danilo Trongco. We will be joined shortly by Dir. Wilfredo Martinez thru the online platform. May we also acknowledge the presence of our Executive Assistant IV/ Special Assistant to the Administrator, Mr. Benjamin V. Sarmiento, and Mr. Emmanuel N. Valera, Administrative Assistant I of the Governing Board. As such, madam Chair, we have a quorum. Thank you very much.

ADMIN. SANCHEZ: There being a Quorum, we are now going to the reading of the Agenda. Again, may I call on the acting Board Secretary for the reading and presentation of the Agenda.

ATTY. PARADO: Thank you, madam Chair. So, for our first agenda, we have the **"Approval of the Agenda of the 160th Regular Board Meeting of the NTA Governing Board, held on 10 March 2023, at the NTA Board Room, 11/F Upper Class Tower Building, Quezon Avenue, Quezon City"**. Can we have a motion?

DIR. QUINTAL: May I respectfully request for the approval of the Agenda of the 160th Regular Board Meeting of the NTA Governing Board, held on 10 March 2023, at the NTA Board Room, 11/F Upper Class Tower Building, Quezon Avenue, Quezon City.

DIR. SERNA: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of today's Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 046. S. 2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 160th REGULAR BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 10 MARCH 2023, AT THE NTA BOARD ROOM, 11/F UPPER CLASS TOWER BUILDING, QUEZON AVENUE, QUEZON CITY.

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, apo Directors. So, the Agenda for the 160th Regular Board Meeting is approved. Next, for approval/confirmation/consideration of the Board is Agenda "A", which is the **"Approval of the Minutes of the 114th Special Board Meeting of the NTA Governing Board, held on February 23, 2023, at 9:30AM at the NTA Board Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue, Quezon City"**. Any motion?

DIR. TRONGCO: I move for the Approval of the Minutes of the 114th Special Board Meeting of the NTA Governing Board, held on February 23, 2023, at 9:30AM at the NTA Board Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue, Quezon City.

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DIR. SERNA: I second the motion, subject to submission of amendments within five (5) days from today.

ADMIN. SANCHEZ: The Motion for Approval of Agenda “A” having been duly seconded, the same is approved, subject for submission of amendments within five (5) days from today. Next item...

RESOLUTION NO. 047, S. 2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 114th SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 23 FEBRUARY 2023, AT 9:30AM AT THE NTA BOARD ROOM, 3/F BEN-LOR BLDG.,1184 QUEZON AVENUE, QUEZON.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda “B”**, we have the **“Approval of the Grant of Php500.00 per Month Increase in Travel Allowance (Transport Expense Voucher) for Permanent TPRO I, TPRO III, Agriculturist I, Agriculturist II, Senior TPROs And Supervising TPROs, Effective March 01, 2023; And Php1,000.00 Across the Board Increase in the Wages of TPRO Job Order (JO) Hirees, Effective April 01, 2023”**. I would like also to manifest, your honors, that this item was thoroughly discussed in yesterday’s Committee Meeting. As such, may we request for a Motion.

DIR. CASELA: Madam Chair. I move for the approval of the Grant of Php500.00 per Month Increase in Travel Allowance (Transport Expense Voucher) for Permanent TPRO I, TPRO III, Agriculturist I, Agriculturist II, Senior TPROs and Supervising TPROs, Effective March 01, 2023; and Php1,000.00 Across the Board Increase in the Wages of TPRO Job Order (JO) Hirees, Effective April 01, 2023. Also, that it is requested that a colatilla provision shall be included, as follows: “That in the event that the financial situation of NTA improves, there will also be granted an increase in the wages of Job Order (JO) drivers.”

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The motion for approval of Agenda “B” having been duly seconded, the same is approved. Next...

RESOLUTION NO. 042, S. 2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE GRANT OF PHP500.00 PER MONTH INCREASE IN TRAVEL ALLOWANCE (TRANSPORT EXPENSE VOUCHER) FOR PERMANENT TPRO I, TPRO III, AGRICULTURIST I, AGRICULTURIST II, SENIOR TPROs AND SUPERVISING TPROs, EFFECTIVE MARCH 01, 2023; AND PHP1,000.00 ACROSS THE BOARD INCREASE IN THE WAGES OF TPRO JOB ORDER (JO) HIREES, EFFECTIVE APRIL 01, 2023, WITH A COLATILLA AS FOLLOWS: THAT IN THE EVENT THAT THE FINANCIAL SITUATION OF NTA

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3 **IMPROVES , THERE WILL ALSO BE GRANTED AN INCREASE**
4 **IN THE WAGES OF JOB ORDER (JO) DRIVERS.**

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6 **UNANIMOUSLY APPROVED"**
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9 **ATTY. PARADO:** Thank you madam Chair. Our next agenda, **Agenda "C"**, is for
10 the **"Approval of the Invitation of the Mariano Marcos State**
11 **University (MMSU) President, Ms. Shirley C. Agrupis, to a**
12 **Meeting for the Purpose of Arriving at a Final Resolution**
13 **of Issues on Landholdings, particularly the NTA Building**
14 **Complex and Adjacent Parcels of Land located at Brgy.**
15 **Tabug, Batac City, Ilocos Norte"**. Again, I would like to
16 manifest that this topic has been discussed and reported in
17 yesterday's Meeting. As such, can we have a motion?
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19 **DIR. QUINTAL:** Madam Chair. I move for the approval of the Invitation of the
20 Mariano Marcos State University (MMSU) President, Ms.
21 Shirley C. Agrupis, to a Meeting for the purpose of arriving at a
22 final resolution of issues on landholdings, particularly the NTA
23 Building Complex and adjacent parcels of land located at Brgy.
24 Tabug, Batac City, Ilocos Norte.
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26 **DIR. MARTINEZ:** I second the motion.
27

28 **ADMIN. SANCHEZ:** The Motion for Approval of Agenda "C" having been duly
29 seconded, the same is approved. Next item...
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RESOLUTION NO. 043, S. 2023

32 **"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT**
33 **THE NTA GOVERNING BOARD APPROVES THE**
34 **REQUEST/INVITATION OF THE MARIANO MARCOS STATE**
35 **UNIVERSITY (MMSU) PRESIDENT, MS. SHIRLEY C. AGRUPIS,**
36 **TO A MEETING FOR THE PURPOSE OF ARRIVING AT A FINAL**
37 **RESOLUTION OF ISSUES ON LANDHOLDINGS,**
38 **PARTICULARLY THE NTA BUILDING COMPLEX AND**
39 **ADJACENT PARCELS OF LAND LOCATED AT BRGY. TABUG,**
40 **BATAC CITY, ILOCOS NORTE.**
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42 **UNANIMOUSLY APPROVED"**
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45 **ATTY. PARADO:** Thank you, madam Chair. Next, is **Agenda "D"**, which is for the
46 **"Request for Implementation of the Letter from the Office**
47 **of the President, thru the Deputy Executive Secretary for**
48 **Legal Affairs, dated 07 March 2023 (Upholding the**
49 **Validity and Propriety of the DA Memorandum, dated 05**
50 **August 2022, Directing the Resumption as NTA Deputy**
51 **Administrator of Mr. Benedicto M. Savellano)".** The subject
52 matter has been discussed in yesterday's meeting. May we
53 request a motion, to be seconded?
54

55 **DIR. CASELA:** Madam Chair. I move for the approval of the Request for
56 Implementation of the Letter from the Office of the President,
57 thru the Deputy Executive Secretary for Legal Affairs, dated 07
58 March 2023 (upholding the validity and validity and propriety

1 of the DA Memorandum, Dated 05 August 2022, Directing the
2 resumption as NTA Deputy Administrator of Mr. Benedicto M.
3 Savellano)".
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5 **DIR. QUINTAL:** I second the motion.
6

7 **ADMIN. SANCHEZ:** The Motion for Approval of Agenda "D" having been duly
8 seconded, the same is approved. Next...
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10 **RESOLUTION NO. 044. S. 2023**

11 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
12 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
13 ***REQUEST FOR IMPLEMENTATION OF THE LETTER FROM***
14 ***THE OFFICE OF THE PRESIDENT, THRU THE DEPUTY***
15 ***EXECUTIVE SECRETARY FOR LEGAL AFFAIRS, DATED 07***
16 ***MARCH 2023 (UPHOLDING THE VALIDITY AND***
17 ***PROPRIETY OF THE DA MEMORANDUM, DATED 05***
18 ***AUGUST 2022, DIRECTING THE RESUMPTION AS NTA***
19 ***DEPUTY ADMINISTRATOR OF MR. BENEDICTO M.***
20 ***SAVELLANO).***
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22 ***UNANIMOUSLY APPROVED"***
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26 **ATTY. PARADO:** Thank you, madam Chair. Our last item would be on "Other
27 **Matters".** Item No. 1 is the "Request for Discussion: Letter of
28 **Intent to Purchase the NTA Real Property located in Las**
29 **Pinas City, consisting of 94,802 Square Meters, covered by**
30 **Transfer Certificate of Title (TCT) No. (S-23814) T-22933-**
31 **A; Proponent: Amb. Benedict V. Yujuico." I would like to**
32 **manifest that this subject matter has been discussed in**
33 **yesterday's meeting and there was a suggestion creating a**
34 **Composite Team to be determined by top management with**
35 **full authority to undertake the necessary negotiation with the**
36 **proponent. May we request a motion, to be seconded?**
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38 **DIR. CASELA:** Madam Chair. I move that, as to the Intent to Purchase the NTA
39 **Real Property located in Las Pinas City, consisting of 94,802**
40 **Square Meter, Covered by Transfer Certificate of Title (TCT)**
41 **No. (S-23814) T-22933-A, by the Proponent, Ambassador**
42 **Benedict V. Yujuico, an NTA Composite Team shall be created,**
43 **to be determined by top management, with full authority to**
44 **undertake the necessary negotiation with the proponent.**
45

46 **DIR. MARTINEZ:** I second the motion.
47

48 **ADMIN. SANCHEZ:** The Motion for Approval of Item No. 1 in "Other Matters"
49 **having been duly seconded, the same is approved. Next...**
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51 **RESOLUTION NO. 045. S.2023**

52 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
53 ***THAT THE NTA GOVERNING BOARD APPROVES THE***
54 ***CREATION OF A COMPOSITE TEAM, TO BE DETERMINED***
55 ***BY TOP MANAGEMENT, WITH FULL AUTHORITY TO***
56 ***UNDERTAKE THE NECESSARY NEGOTIATION WITH THE***
57 ***PROONENT AS TO THE PROPOSED PURCHASE OF THE***

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**TA REAL PROPERTY LOCATED IN LAS PINAS CITY,
CONSISTING OF 94,802 SQUARE METERS, COVERED BY
TRANSFER CERTIFICATE OF TITLE (TCT) NO. (S-23814) T-
22933-A.**

UNANIMOUSLY APPROVED"

ATTY. PARADO: Thank you, madam Chair. Our last item on "Other Matters" is Item No. 2, the "Proposed Schedule for the 115th Special Board Meeting of the NTA Governing Board, which will be on 23 March 2023, Thursday, at 9:00AM (tentative)." As such, madam Chair, we have no other agenda. We are ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. QUINTAL: Madam Chair. I move for the adjournment of the meeting.

DIR. TRONGCO: I second the motion.

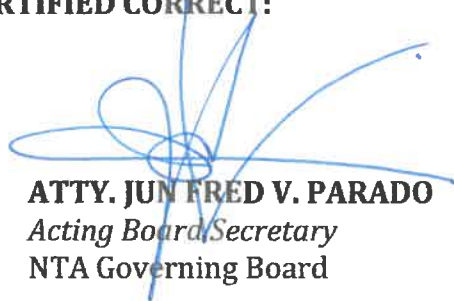
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.


Thank you.

Note: **THE MEETING WAS ADJOURNED AT EXACTLY 11:00AM.**

PREPARED AND CERTIFIED CORRECT:


ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

ATTESTED:


Hon. BELINDA S. SANCHEZ
Administrator & CEO and Vice-Chairman,
NTA Governing Board

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Hon. NESTOR C. CASELA

Appointive Director, Academic Community Sector

Hon. WILFREDO C. MARTINEZ

Appointive Director, Tobacco Farmers Sector

Hon. TEOFILO R. QUINTAL

Appointive Director, Tobacco Farmers Sector

Hon. JESSE PAT M. SERNA

Appointive Director, Tobacco Traders/Exporters Sector

Hon. DANILO C. TRONGCO

Appointive Director, Tobacco Farmers Sector



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

3rd & 4th Floor, Ben-Lor Building, 1184 Quezon Ave., Quezon City
Tel No. (02) 8374-3987 / Fax No. (02) 8374-2505 / website: nta.da.gov.ph
ISO 9001: 2015 QMS CERTIFIED

OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND FOURTEENTH (114TH) SPECIAL BOARD MEETING OF
THE NTA BOARD OF DIRECTORS, HELD AT THE BOARD ROOM, 3/F BEN-LOR
BLDG., 1184 QUEZON AVENUE, QUEZON CITY
23 February 2023 (9:30 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector
OTHERS PRESENT:		
Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Dr. GIOVANNI B. PALABAY	-	OIC Deputy Administrator for Operations
Ms. ZENAIDA T. ARROJO	-	Manager, Administrative Department
Ms. FORTUNA C. BENOSA	-	Manager, Cor. Plan Department
Atty. ROHBERT A. AMBROS	-	Manager, Regulation Department
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin. Acting Board Secretary V

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator & CEO called the meeting to order at 9:30AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She then requested Mr. Emmanuel N. Valera, Administrative Assistant I (Job Order) of the NTA Governing Board, to lead the Opening Prayer.

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2 **II. OPENING PRAYER**

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4 Mr. Valera, Administrative Assistant I, led the Opening Prayer.
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6 **III. DETERMINATION OF QUORUM**
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8 The Hon. Administrator asked Atty. Jun Fred V. Parado, Acting Board Secretary V, to
9 determine the quorum.
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11 **ATTY. PARADO:** Thank you very much, madam Chair. Good morning to each
12 and everyone. For the 114th Special Board Meeting of the NTA
13 Governing Board, we have here with us the NTA Administrator
14 and CEO. Also, we have our honorable directors, Dir. Nestor
15 Casela, Dir. Teofilo Quintal, Dir. Jessie Pat Serna, and Dir.
16 Danilo Trongco. We will be joined shortly by Dir. Wilfredo
17 Martinez thru online platform. May we also acknowledge the
18 presence of our Executive Assistant IV/ Special Assistant to the
19 Administrator, Mr. Benjamin V. Sarmiento. Also, we have our
20 OIC-DAOP, Dr. Giovanni B. Palabay, our Manager of the
21 Administrative Department, ma'am Zenaida T. Arrojo, and the
22 OIC-Finance Department, ma'am Milagos C. Tiu, ma'am
23 Fortuna C. Benosa, Manager of Cor. Plan Department, and Atty.
24 Rohbert A. Ambros, Manager of Regulation Department. As
25 such, madam Chair, we have a quorum. Thank you very much.
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27 **ADMIN. SANCHEZ:** There being a Quorum, we are now going to the reading of the
28 Agenda. Again, may I call on the acting Board Secretary for the
29 reading and presentation of the Agenda.
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31 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have the
32 "**Approval of the Agenda of the 114th Special Board**
33 **Meeting of the NTA Governing Board, held at NTA Board**
34 **Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue,**
35 **Quezon City**". Can we have a motion?
36

37 **DIR. TRONGCO:** May I respectfully request for the approval of Agenda of the
38 114th Special Board Meeting.
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40 **DIR. CASELA:** I second the motion.
41

42 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
43 duly seconded, the same is APPROVED.
44

45 **RESOLUTION NO. 039, S.2023**

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47 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA***
48 ***GOVERNING BOARD APPROVES THE AGENDA OF THE 114th***
49 ***SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD***
50 ***ON 23 FEBRUARY 2023, AT THE NTA BOARD ROOM, 3/F BEN-LOR***
51 ***BLDG., 1184 QUEZON AVENUE, QUEZON CITY.***
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53 ***UNANIMOUSLY APPROVED"***
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ATTY. PARADO: Thank you, apo Directors. So, the Agenda for the 114th Special Board Meeting is approved. Next, for approval/confirmation/consideration of the Board is **Agenda "A", which is the "Approval of the Minutes of the 159th Regular Board Meeting of the NTA Governing Board, held on February 23, 2023 at 9:30AM at the NTA Board Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue, Quezon City".** Any motion?

DIR. CASELA: I move for the approval of the Minutes of the 159th Regular Board Meeting of the NTA Governing Board, held on February 23, 2023 at 9:30AM at the NTA Board Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue, Quezon City.

DIR. SERNA: I second the motion, subject to submission of amendments within five (5) days from today.

ADMIN. SANCHEZ: The Motion for Approval of the Agenda "A" having been duly seconded, the same is approved, subject for submission of amendments within five (5) days from today. Next item...

ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda "B",** we have the **"Approval of the Awarding of Outstanding Tobacco Grower of the Year (TGY) Branch level CY 2021-2022 (to be held on April 20, 2023, at the NTA-PHILRICE Auditorium, City of Batac, Ilocos Norte Branch Office)".** I would like also to manifest, your honors, that this item was thoroughly discussed by our OIC-DAOP, Dr. Giovanni B. Palabay, in yesterday's Committee Meeting. As such, may we request for a Motion.

DIR. CASELA: Madam Chair. I move for the approval of the Awarding of Outstanding Tobacco Grower of the Year (TGY) Branch level CY 2021-2022 (to be held on April 20, 2023, at the NTA-PHILRICE Auditorium, City of Batac, Ilocos Norte Branch Office).

DIR. QUINTAL: I second the motion.

ADMIN. SANCHEZ: The motion for approval of Agenda "B" having been duly seconded, the same is approved. Next...

RESOLUTION NO. 040. S.2023

"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AWARDING OF OUTSTANDING TOBACCO GROWER OF THE YEAR (TGY), BRANCH LEVEL CY 2021-2022.

UNANIMOUSLY APPROVED"

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ATTY. PARADO: Thank you madam Chair. Our next agenda, **Agenda "C"**, is for the **"Approval of the Report Update on the Status of Filling-Up of Vacant Plantilla Position at the National Tobacco Administration"**. Again, I would like to manifest that this topic has been discussed and reported in yesterday's Meeting. As such, can we have a motion?

DIR. CASELA: Madam Chair. I move for the approval of the Report Update on the Status of Filling-Up of Vacant Plantilla Position at the National Tobacco Administration.

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of Agenda "C" having been duly seconded, the same is approved. Next item...

ATTY. PARADO: Thank you, madam Chair. Next, is **Agenda "D"**, which is for the **"Report Update on the Status of Beef Cattle Distribution the Under Quick Response Fund (QRF)"**. The subject matter has been discussed and reported by our OIC-DAOP, Dr. Giovanni B. Palabay, in yesterday's meeting. May we request a motion, to be seconded?

DIR. QUINTAL: Madam Chair. I move for the approval of the Report Update on the Status of Beef Cattle Distribution Under the Quick Response Fund (QRF).

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of Agenda "D" having been duly seconded, the same is approved. Next...

ATTY. PARADO: Thank you, madam Chair. Next, is **Agenda "E"**, which is for the **"Update on the Kahuyang Pangkabuhayan at Pangkalikasan (KKP) Project on the Inventory Record on Survival Percentage."** I would like also to manifest your honors, that this item was thoroughly discussed by our Cor. Plan Manager, ma'am Fortuna C. Benosa, in yesterday's Committee Meeting. As such, may we request for a Motion.

DIR. SERNA: Madam Chair. I move for the approval of the Update on the Kahuyang Pangkabuhayan at Pangkalikasan (KKP) Project on the Inventory Record on Survival Percentage.

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of Agenda "E" having been duly seconded, the same is approved. Next...

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ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda “F”**, which is for the **“Request for Discussion / Approval of the Granting of TEV’s to Job Orders or Increase in Rates and Other Incidental Expenses”**, I would like also to manifest your honors, that this item was thoroughly discussed in yesterday’s Committee Meeting, and it was deferred for further discussion for the next Committee Meeting. May we request a motion for deferment, to be seconded?

DIR. QUINTAL: Madam Chair. I move for the Deferment of the said item.

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The Motion for Deferment of Agenda “F” having been duly seconded, the same is granted. Next...

ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda “G”**, is for the **“Report Update on the Activities/ Operations of the NTA Tobacco Dust Processing Plant (TDPP)**. I would like also to manifest your honors, that this item was thoroughly discussed in yesterday’s Committee Meeting, As such, may we request for a Motion.

DIR. QUINTAL: Madam Chair. I move for the approval of the Report Update on the Activities/ Operations of the NTA Tobacco Dust Processing Plant (TDPP).

DIR. TRONGCO: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of Agenda “G” having been duly seconded, the same is approved. Next...

ATTY. PARADO: Thank you, madam Chair. Our last item would be on **“Other Matters”**. The Proposed Schedule for the **160th Regular Board Meeting of the NTA Governing Board** will be on **10 March 2023, Friday, at 9:00AM (tentative)**. As such, madam Chair, we have no other agenda. We are ready to adjourn.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other matters to discuss, we are ready to adjourn. Can we have a motion?

DIR. SERNA: Madam Chair. I move for the adjournment of the meeting.

DIR. TRONGCO: I second the motion.

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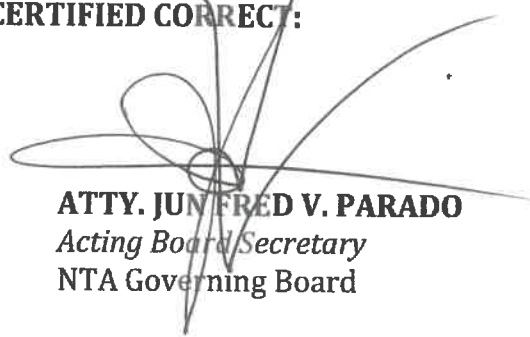
ADMIN. SANCHEZ: Acting upon the Motion for Adjournment, today's meeting is hereby adjourned.

SO ORDERED.

Thank you.


Note: **THE MEETING WAS ADJOURNED AT EXACTLY 11:50AM.**

PREPARED AND CERTIFIED CORRECT:



ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board


ATTESTED:



Hon. BELINDA S. SANCHEZ
Administrator/CEO and Vice-Chairman,
NTA Governing Board



Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



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

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



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

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OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND FIFTY-NINTH (159TH) REGULAR BOARD MEETING
OF THE NTA BOARD OF DIRECTORS, HELD AT HOTEL DOMINIQUE,
TAGAYTAY CITY
02 FEBRUARY 2023 (3:00 PM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Mr. BENJAMIN V. SARMIENTO	-	Executive Assistant IV/ Special Assistant to the Administrator
Ms. MINERVA P. MIZAL	-	Management Consultant
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin.
Ms. HAZEL ANNE M. INGUILLO	-	Private Secretary II
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator/CEO Called the meeting to order at 3:00PM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She requested Atty. Jun Fred V. Parado to lead the Opening Prayer.

II. OPENING PRAYER

Atty. Parado, Acting Board Secretary V, led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Parado, Acting Board Secretary V, to determine the quorum.

ATTY. PARADO: Thank you very much, madam Chair. For the 159th Regular Board Meeting of the NTA Governing Board, we have the

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NTA Administrator and CEO; also, we have our directors, Dir. Nestor Casela, Dir. Teofilo Quintal, Dir. Jessie Pat Serna, Dir. Danilo Trongco and Dir. Wilfredo Martinez, also we have our Executive Assistant IV/ Special Assistant to the Administrator Sir Benjamin V. Sarmiento and Ms. Minerva P. Mizal our Management Consultant. As such madam Chair, we have a quorum. Thank you very much.

ADMIN. SANCHEZ: There being a Quorum, we are now going to the reading of the Agenda. Again, may I call on the acting Board Secretary for the reading and presentation of the Agenda.

ATTY. PARADO: Thank you, madam Chair. So, for our first agenda, we have the ***“APPROVAL OF THE AGENDA OF THE 159TH REGULAR MEETING OF THE NTA GOVERNING BOARD, HELD ON FEBRUARY 02, 2023 AT 2:00PM, AT DOMINIQUE HOTEL, BRGY. MAITIM II, TAGAYTAY CITY”*** Can we have a motion?

DIR. SERNA: My I respectfully request for the approval of the Agenda of the 159th Regular Board Meeting.

DIR. QUINTAL: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of today’s Agenda having been duly seconded, the same is APPROVED.

RESOLUTION NO. 039, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE AGENDA OF THE 159TH REGULAR MEETING OF THE NTA GOVERNING BOARD, HELD ON FEBRUARY 02, 2023 AT 2:00PM, AT DOMINIQUE HOTEL, BRGY. MAITIM II, TAGAYTAY CITY

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you apo Directors. So, the Agenda for the 159th Regular Board Meeting is approved. Next, for approval/confirmation/consideration of the Board is Agenda “A”, which is the ***“FOR APPROVAL, THE MINUTES OF THE 113th SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 26 JANUARY 2023, AT 9:30AM, AT THE NTA BOARD ROOM, 3RD FLOOR, BEN-LOR BLDG., 1184 QUEZON AVENUE, QUEZON CITY”*** Any motion?

ADMIN. SANCHEZ: As a practice, can anyone move for the approval of the Minutes of the Previous Meeting, subject to submission of amendments within five (5) days from today?

DIR. SERNA: I move for the approval of the Minutes of the 113th Special Board Meeting of the NTA Governing Board, held on 26 January 2023, at 9:30AM, at the NTA Board Room, 3rd Floor, Ben-Lor Bldg., 1184 Quezon Avenue, Quezon City. Subject to submission of amendments within five (5) days from today.

DIR. QUINTAL: I second the motion, subject to submission of amendments within five (5) days from today.

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RESOLUTION NO. 040, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE MINUTES OF THE 113TH SPECIAL BOARD MEETING OF THE NTA GOVERNING BOARD, HELD ON 26 JANUARY 2023, AT 9:30AM, AT THE NTA BOARD ROOM, 3/F BEN-LOR BLDG.,1184 QUEZON AVENUE, QUEZON.

UNANIMOUSLY APPROVED”

ADMIN. SANCHEZ: The Motion for Approval of the Agenda “A” having been duly seconded, the same is approved, subject to submission of amendments within five (5) days from today. Next item...

ATTY. PARADO: Thank you, madam Chair. For our next agenda, Agenda “B”, we have the “Approval of the Request for the Issuance of a Board Resolution Authorizing Ms. JOSELYN G. MIGUEL (MAKER), CASHIER III, AND ENGR. ROGER T. MADRIAGA (AUTHORIZER), Department Manager III, as Enrollees on the Electronic Payment System (EPS) of the Land Bank Of The Philippines (LBP), In compliance with Online Payment of Philhealth Electronic Premium Reporting System (EPRo), on behalf of NTA – Pangasinan”. I would like also to manifest your honors, that this item was thoroughly discussed in yesterday’s Committee Meeting. As such, may we request for a Motion.

DIR. TRONGCO: Madam Chair, I move for the approval of agenda “B”.

DIR. SERNA: I second the motion.

RESOLUTION NO. 037, S.2023

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to authorize the NATIONAL TOBACCO ADMINISTRATION, VILLASIS, PANGASINAN to enroll in the Electronic Payment System (EPS) of Land Bank of the Philippines in compliance to online payment of PhilHealth Electronic Premium Reporting System (EPRS), and that the authorized enrollees of the said system shall be:

<u>Name</u>	<u>Position</u>
<u>JOSELYN G. MIGUEL</u> (Maker)	<u>Cashier III</u>
<u>ROGER T. MADRIAGA</u> (Authorizer)	<u>Department Manager III</u>

RESOLVED FURTHER, that Land Bank of the Philippines is authorized to debit Savings/Current Account Number 3792-1003-16 and/or all other accounts upon the instruction of above enrollees, on behalf of the **NATIONAL TOBACCO ADMINISTRATION, VILLASIS, PANGASINAN.**

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RESOLVED FINALLY, that this resolution shall be deemed valid and effective unless a written notice of its revocation or amendment is delivered to Land Bank of the Philippines.

UNANIMOUSLY APPROVED”

ADMIN. SANCHEZ: The Motion for the Approval of agenda “B” having been duly seconded, the same is hereby APPROVED.

ATTY. PARADO: Next is Agenda “C”, **The Report Update on the Status of Beef Cattle Distribution Under the Quick Response Fund (QRF) - Region I.** I would like also to manifest your honors, that this item was thoroughly discussed in yesterday’s Committee Meeting, and that there was a Motion to Defer, which was duly approved. As such, this matter will be reset and taken up during the next committee meeting, subject to the recommendations made by the members of the Board, to wit:

- The Bids and Awards Committee (BAC) shall come up with recommendations easing up the Terms of Reference (TOR) for the procurement process; and
- To include / involve the branch offices as to identification of possible sources of cattles to be procured

May i solicit for a Motion to Defer, unless there are further discussions by the Board. For comments, discussions & recommendations? Or any motions?

DIR. CASELA: Your honor, I move for the deferment of the said agenda, thank you.

DIR. QUINTAL: I second the motion.

ADMIN. SANCHEZ: The motion for the deferment of Agenda “C” having been duly seconded, the same is hereby APPROVED.

ATTY. PARADO: Thank you Madam Chair. Agenda “D” is the **“Report Update on the Status of the Ongoing Construction of the NTA – Central Office Building”.**

I would like to manifest that this matter has been thoroughly discussed yesterday, during the Committee Meeting. In view of the unavailability of the Resource Person due to previous commitments, poor internet connectivity and logistics, there was a Motion to Defer, which was duly approved.

As such, this matter will be reset and taken up during the next scheduled committee meeting.

May I, therefore, solicit for a Motion to Defer, unless there are further discussions by the board. For comments, discussions & recommendations? Or any motions?

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2 **DIR. SERNA:** Madam Chair, I move for the deferment of Agenda "D".
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4 **DIR. TRONGCO:** I second the motion.
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6 **ADMIN. SANCHEZ:**The Motion for Deferment of Agenda "D" has been duly
7 seconded. As such, the same is APPROVED.
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10 **ATTY. PARADO:** Thank you. Madam Chair. Next is agenda "E", "Report
11 Update on the result of inspection and Status of the
12 Leased NTA Agripinoy Feed Milling Complex, Located in
13 Sulvec, Narvacan, Ilocos Sur".
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15 That the subject matter was thoroughly discussed in
16 yesterday's Joint Board Committee Meeting, as presented
17 by the Resource Person. That there was a Motion to Adopt
18 the report, which was duly approved. May we request for a
19 Motion.
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21 **DIR. QUINTAL:** Madam Chair. I move for the adoption of Agenda "E".
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23 **DIR. MARTINEZ:** I second the motion.
24

25 **ADMIN. SANCHEZ:**The Motion for Adoption of Agenda "E" has been duly
26 seconded. As such, the same is APPROVED.
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RESOLUTION NO. 038, S.2023

30 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED,***
31 ***THAT THE NTA GOVERNING BOARD ADOPTS THE REPORT***
32 ***OF MS. NORALYN I. IDICA, ACTING PROJECT MANAGER,***
33 ***NTA-KADIWA NI ANI AT KITA, ON THE RESULT OF***
34 ***INSPECTION AND STATUS OF THE LEASED NTA***
35 ***AGRIPINOY FEED MILLING COMPLEX, LOCATED IN***
36 ***SULVEC, NARVACAN, ILOCOS SUR;***
37

38 ***RESOLVED FURTHER, THAT A COPY OF THE SAID***
39 ***REPORT WILL BE FURNISHED THE OFFICE OF ENGR. IRENE***
40 ***B. BRINGAS, GENERAL MANAGER AND CEO OF***
41 ***ADTEMPCO, AS LESSEE, FOR THEIR INFORMATION AND***
42 ***GUIDANCE; AND***
43

44 ***RESOLVED FINALLY, THAT A COMPOSITE NTA***
45 ***TEAM, CONSISTING OF THE FOLLOWING: DIR. DANILO C.***
46 ***TRONGCO, REPRESENTING THE NTA GOVERNING BOARD;***
47 ***MS. ZENAIDA T. ARROJO, DEPARTMENT MANAGER III,***
48 ***ADMINISTRATIVE DEPARTMENT; MS. NORALYN I. IDICA,***
49 ***ACTING PROJECT MANAGER, NTA KADIWA NI ANI AT KITA;***
50 ***AND ATTY. JUN FRED V. PARADO, ATTORENEY V, OFFICE***
51 ***OF THE ADMINISTRATOR – IS HEREBY CONSTITUTED WITH***
52 ***FULL AUTHORITY TO CONDUCT A DIALOGUE WITH THE***
53 ***ADTEMPCO MANAGEMENT, AND FOR THE EVENTUAL***
54 ***RESOLUTION OF THE ISSUES RAISED THEREIN.***
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56 ***UNANIMOUSLY APPROVED"***
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59 **ATTY. PARADO:** Thank you, madam Chair. So, as for Other Matters, we have:
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Proposed Schedule for the 114th Special Board Meeting of the NTA Governing Board will be on 22 February 2023, Wednesday at 9:30am (tentative). Committee meeting will be on 21 February 2023, Tuesday, at 9:30am

Our next and Final Agenda madam Chair, is for Adjournment.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other Matters to tackle or discuss, we are now ready to adjourn. Can we have a motion?

DIR. CASELA: Madam Chair. May I move for the adjournment of the meeting.

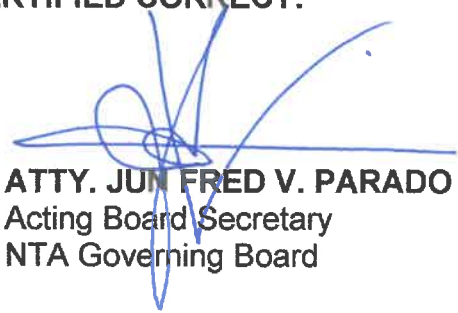
DIR. QUINTAL: I second the motion.

ADMIN. SANCHEZ: The motion for Adjournment has been duly seconded. As such, the same is APPROVED. We are adjourned!


Thank you.

Note: The Meeting was adjourned at exactly 03:45PM.

PREPARED AND CERTIFIED CORRECT:


ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

ATTESTED:


Hon. BELINDA S. SANCHEZ
Administrator/CEO and Vice-Chairman,
NTA Governing Board


Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector

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



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



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

3rd & 4th Floor, Ben-Lor Building, 1184 Quezon Ave., Quezon City
Tel No. (02) 8374-3987 / Fax No. (02) 8374-2505 / website: nta.da.gov.ph
ISO 9001: 2015 QMS CERTIFIED

OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND THIRTEENTH (113TH) SPECIAL BOARD MEETING
OF THE NTA BOARD OF DIRECTORS, HELD AT THE BOARD ROOM, 3/F
BEN-LOR BLDG., 1184 QUEZON AVENUE, QUEZON CITY
26 JANUARY 2023 (9:30 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin.
Ms. HAZEL ANNE M. INGUILLO	-	Private Secretary II
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator/CEO Called the meeting to order at 9:30AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She requested Atty. Jun Fred V. Parado to lead the Opening Prayer.

II. OPENING PRAYER

Atty. Parado, Acting Board Secretary V, led the Opening Prayer.

III. DETERMINATION OF QUORUM

The Hon. Administrator asked Atty. Parado, Acting Board Secretary V, to determine the quorum.

ATTY. PARADO: Thank you very much, madam Chair. For the 113th Special Board Meeting of the NTA Governing Board, we have the NTA Administrator and CEO; also, we have our directors, Dir. Nestor Casela, Dir. Teofilo Quintal, Dir. Jessie Pat Serna, Dir. Danilo Trongco. We will be joined shortly by Dir.

1 Wilfredo Martinez thru online platform. As such madam
2 Chair, we have a quorum. Thank you very much.
3

4 **ADMIN. SANCHEZ:** There being a Quorum, we are now going to the reading
5 of the Agenda. Again, may I call on the acting Board
6 Secretary for the reading and presentation of the Agenda.
7

8 **ATTY. PARADO:** Thank you, madam Chair. So, for our first agenda, we have
9 the **“Approval of the Agenda of the 113th Special Board**
10 **Meeting of the NTA Governing Board, held at NTA Board**
11 **Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue,**
12 **Quezon City”**. Can we have a motion?
13

14 **DIR. SERNA:** My I respectfully request for the approval of the Agenda of
15 the 113th Special Board Meeting.
16

17 **DIR. QUINTAL:** I second the motion.
18

19 **ADMIN. SANCHEZ:** The motion for the approval of today’s Agenda having been
20 duly seconded, the same is APPROVED.
21

22
23 **RESOLUTION NO. 033, S.2023**
24

25 ***“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
26 ***THE NTA GOVERNING BOARD APPROVES THE AGENDA OF***
27 ***THE 113th SPECIAL BOARD MEETING OF THE NTA***
28 ***GOVERNING BOARD, HELD ON 26 JANUARY 2023, AT THE***
29 ***NTA BOARD ROOM, 3/F BEN-LOR BLDG.,1184 QUEZON***
30 ***AVENUE, QUEZON.***
31

32 ***UNANIMOUSLY APPROVED”***
33

34
35 **ATTY. PARADO:** Thank you apo Directors. So, the Agenda for the 113th
36 Special Board Meeting is approved. Next, for
37 approval/confirmation/consideration of the Board is Agenda
38 **“A”**, which is the **“Approval of the Minutes of the 158th**
39 **Regular Board Meeting of the NTA Governing Board,**
40 **held on January 12, 2023 at 9:30AM at the NTA Board**
41 **Room, Ben-Lor Bldg., 3rd Floor, 1184 Quezon Avenue,**
42 **Quezon City”**. Any motion?
43

44 **DIR. CASELA:** I move for the approval of the Minutes of the 158th Regular
45 Board Meeting of the NTA Governing Board, held on
46 January 12, 2023 at 9:30AM at the NTA Board Room, Ben-
47 Lor Bldg., 3rd Floor, 1184 Quezon Avenue, Quezon City.
48

49 **DIR. SERNA:** I second the motion, subject to submission of amendments
50 within five (5) days from today.
51

52 **ADMIN. SANCHEZ:** As a practice, can anyone move for the approval of the
53 Minutes of the Previous Meeting, subject to submission of
54 amendments within five (5) days from today?
55

56
57 **ATTY. PARADO:** Madam Chair. I would like to manifest that the Motion has
58 been made by. Dir. Casela and duly seconded by Dir. Serna.
59

60 **ADMIN. SANCHEZ:** The Motion for Approval of the Agenda **“A”** having been duly
61 seconded, the same is approved, subject for submission of
62 amendments within five (5) days from today. Next item...

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ATTY. PARADO: Thank you, madam Chair. For our next agenda, **Agenda “B”**, we have the **“Approval of the Report Update on the Status of Filling-up of Vacant Plantilla Positions in the National Tobacco Administration”**. I would like also to manifest your honors, that this item was thoroughly discussed by our Administrative Department Manager, ma’am Zenaida T. Arrojo, in yesterday’s Committee Meeting. As such, may we request for a Motion.

DIR. TRONGCO: Madam Chair. I move for the approval of the Report Update on the Status of Filling-up of Vacant Plantilla Positions in the National Tobacco Administration.

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The motion for approval of the Agenda “B” having been duly seconded, the same is approved. Next...

RESOLUTION NO. 034, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD ADOPTS THE REPORT UPDATE ON THE STATUS ON THE FILING-UP OF VACANT PLANTILLA POSITIONS.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you madam Chair. Our next agenda, **Agenda “C”** is the **“Request for the Approval of the Supplemental Audit Plan Budget for CY-2023”**. Again, I would like to manifest that this topic has been discussed and reported by Mr. Reynaldo B. Aquino, OIC-Internal Audit Department, in yesterday’s Meeting. As such, can we have a motion?

DIR. CASELA: Madam Chair. I move for the approval of the Supplemental Audit Plan Budget for CY-2023.

DIR. SERNA: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of Agenda “C” having been duly seconded, the same is approved. Next item...

RESOLUTION NO. 035, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE SUPPLEMENTAL AUDIT PLAN BUDGET FOR CY-2023.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you, madam Chair. Next, is **Agenda “D”**, which is for the **“Approval of the Revised Implementing Guidelines of the NTA Scholarship Program”**. The subject matter has been discussed and reported by our OIC-DAOP, Dr. Giovanni B. Palabay, in yesterday’s meeting. May we request a motion, to be seconded?

1 DIR. TRONGCO: Madam Chair. I move for the approval of the Revised
2 Implementing Guidelines of the NTA Scholarship Program.

3
4 DIR. QUINTAL: I second the motion.

5
6 ADMIN. SANCHEZ: The Motion for Approval of Agenda "D" having been duly
7 seconded, the same is approved. Next...

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10 **RESOLUTION NO. 036, S.2023**

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12 **"BE IT RESOLVED, AS IT IS HEREBY**
13 **RESOLVED, THAT THE NTA GOVERNING BOARD**
14 **APPROVES THE REVISED IMPLEMENTING**
15 **GUIDELINES OF THE NATIONAL TOBACCO**
16 **ADMINISTRATION SCHOLARSHIP PROGRAM.**

17
18 **UNANIMOUSLY APPROVED"**

19
20 **ATTY. PARADO:** Thank you, madam Chair. Our last item would be on "Other
21 **Matters". The Proposed Schedule for the 159th Regular**
22 **Board Meeting of the NTA Governing Board will be on 02**
23 **February 2023, Thursday, at 2:00PM (tentative). As such,**
24 **madam Chair, we have no other agenda. We are ready to**
25 **adjourn.**

26
27 **V. ADJOURNMENT**

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29
30 **ADMIN. SANCHEZ:** There being no other matter to discuss, we are ready to
31 **adjourn. Can we have a motion?**

32
33 **DIR. CASELA:** Madam Chair. I move for the adjournment of the meeting.

34
35 **DIR. QUINTAL:** I second the motion.

36
37 **ADMIN. SANCHEZ:** Acting upon the Motion for Adjournment, today's meeting is
38 **hereby adjourned.**
39 **SO ORDERED.**

40
41 Thank you.

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44 **Note: THE MEETING WAS ADJOURNED AT EXACTLY**
45 **9:50AM.**

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50 **PREPARED AND CERTIFIED CORRECT:**

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56 **ATTY. JUN FRED V. PARADO**
57 **Acting Board Secretary**
58 **NTA Governing Board**

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ATTESTED:

Hon. BELINDA S. SANCHEZ
*Administrator/CEO and Vice-Chairman,
NTA Governing Board*

Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector

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

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

Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector

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



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OFFICE OF THE NTA GOVERNING BOARD

**ONE HUNDRED AND FIFTY-EIGHT (158TH) REGULAR BOARD MEETING
OF THE NTA BOARD OF DIRECTORS, HELD AT THE BOARD ROOM, 3/F
BEN-LOR BLDG., 1184 QUEZON AVENUE, QUEZON CITY
12 JANUARY 2023 (9:30 AM)**

PRESENT:

Adm. BELINDA S. SANCHEZ	-	Vice-Chair of the Board and Administrator/CEO Presiding Officer
Dir. JESSE PAT M. SERNA	-	Member, Tobacco Traders/Export Sector
Dir. NESTOR C. CASELA	-	Member, Academic Community
Dir. WILFREDO C. MARTINEZ	-	Member, Tobacco Farmers Sector
Dir. TEOFILO R. QUINTAL	-	Member, Tobacco Farmers Sector
Dir. DANILO C. TRONGCO	-	Member, Tobacco Farmers Sector

OTHERS PRESENT:

DR. GIOVANNI B. PALABAY	-	OIC/Deputy Admin. for Operations
Ms. DINAH E. PICHAY	-	OIC/Deputy Admin., Support Services
Ms. FORTUNA C. BENOSA	-	Manager, Corplanning Department
Ms. MILAGROS C. TIU	-	OIC- Finance Manager
Ms. ZENIADA T. ARROJO	-	Administrative Department Manager
Atty. ROHBERT A. AMBROS	-	Regulation Department Manager
Mr. REYNALDO R. AQUINO	-	Internal Audit Department
Ms. MYRNA O. LOZANO	-	Industrial Research Department
Atty. JUN FRED V. PARADO	-	Legal Officer V, Office of the Admin.
Ms. HAZEL ANNE M. INGUILLO	-	Private Secretary II
Mr. EMMANUEL N. VALERA	-	Administrative Assistant I

HIGHLIGHTS OF THE MEETING

I. CALL TO ORDER

The Honorable Administrator/CEO Called the meeting to order at 9:30AM.

At the outset, she informed that as Vice-Chair, she will preside in the absence of the Senior Undersecretary of Agriculture and Acting Chairman of the NTA Governing Board.

She requested Atty. Jun Fred V. Parado to lead the Opening Prayer.

II. OPENING PRAYER

Atty. Parado, Acting Board Secretary V, led the Opening Prayer.

1 **III. DETERMINATION OF QUORUM**

2
3 The Hon. Administrator asked Atty. Parado, Acting Board Secretary V, to
4 determine the quorum.

5
6 **ATTY. PARADO:** Thank you, madam Chair. For today's Board Meeting, we
7 have here with us: Dir. Nestor Casela, Dir. Teofilo Quintal,
8 Dir. Jessie Pat Serna, Dir. Danilo Trongco and the NTA
9 Administrator, herself ma'am Belinda S. Sanchez. We are
10 joined by Dir. Wilfredo Martinez thru online platform. As for
11 our Resource Persons, we have here on the Board Room
12 our OIC-DAOP, Dr. Vanni Palabay; and ma'am Zeny Arrojo,
13 our Administrative Department Manager. We are joined also
14 thru online platform by our OIC-DASS, ma'am Dinah Pichay;
15 our Cor. Plan. Manager, ma'am Nini Benosa; our OIC-
16 Internal Audit Department, sir Rey Aquino; OIC-Finance
17 Department, ma'am Mila Tiu; Regulation Department
18 Manager, Atty. Rohbert Ambros; and Industrial Research
19 Department Manager, ma'am Myrna Lozano. As such,
20 madam Chair, we have a Quorum. Thank you very much.

21
22 **ADMIN. SANCHEZ:** There being a Quorum, we are now going to the reading of
23 Agenda. May I call on the Acting Board Secretary for the
24 reading of the Agenda.

25
26 **ATTY. PARADO:** Thank you very much madam Chair. For our Agenda for the
27 Board Meeting:

- 28
29 1. The Approval of the Agenda for the 158th Regular Board
30 Meeting of the NTA Governing Board, held on 12 January 2023,
31 at the NTA Board Room, 3/F Ben-Lor Bldg. 1184 Quezon Ave.
32 Quezon City.

33
34 **ADMIN. SANCHEZ:** Can we have a Motion?

35
36 **DIR. CASELA:** I move for the approval of the Agenda for the 158th Regular
37 Board Meeting, held on 12 January 2023 at the NTA Board
38 Room.

39
40 **DIR. QUINTAL:** I second the Motion.

41
42 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
43 duly seconded, the same is APPROVED.

44
45 **RESOLUTION NO. 029, S.2023**

46
47 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
48 ***THE NTA GOVERNING BOARD APPROVES THE AGENDA OF***
49 ***THE 158TH REGULAR BOARD MEETING OF THE NTA***
50 ***GOVERNING BOARD, HELD ON 12 JANUARY 2023, AT THE NTA***
51 ***BOARD ROOM, 3/F BEN-LOR BLDG., 1184 QUEZON AVENUE,***
52 ***QUEZON.***

53
54 ***UNANIMOUSLY APPROVED"***

55
56 **ATTY. PARADO:** Thanks, madam Chair. Our next agenda, Agenda "A", is for
57 the Approval, Confirmation and Consideration of the Minutes
58 of the 157th Regular Board Meeting of the NTA Governing
59 Board, held on 21 December 2022, at 9:30am at the NTA
60 Board Room, 3/F Ben-Lor Bldg. 1184 Quezon Avenue,
61 Quezon City. Madam Chair...

1 **ADMIN. SANCHEZ:** Is our practice, can anyone move for the approval of the
2 Minutes of the Previous Meeting, subject to submission of
3 amendments, if any, within five (5) days from today.
4

5 **DIR. CASELA:** Madam Chair. I move for the approval of the Minutes of the
6 157th Regular Board Meeting of the NTA Governing Board,
7 held on 21 December 2022, at 9:30am at the NTA Board
8 Room, 3/F Ben-Lor Bldg. 1184 Quezon Avenue, Quezon
9 City, subject to amendments within five (5) days from today.

10
11 **DIR. TRONGCO:** I respectfully second the motion.

12
13 **ADMIN. SANCHEZ:** The motion for the approval of today's Agenda having been
14 duly seconded, the same is APPROVED.

15
16 **RESOLUTION NO. 030, S.2023**

17
18 ***"BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT***
19 ***THE NTA GOVERNING BOARD APPROVES THE MINUTES OF***
20 ***THE 157TH REGULAR BOARD MEETING OF THE NTA***
21 ***GOVERNING BOARD, HELD ON 21 DECEMBER 2022, AT***
22 ***9:30AM, AT THE NTA BOARD ROOM, 3/F BEN-LOR***
23 ***BLDG., 1184 QUEZON AVENUE, QUEZON.***

24
25 ***UNANIMOUSLY APPROVED"***

26
27
28 **ATTY. PARADO:** Thanks, madam Chair. We now proceed to the next agenda,
29 Agenda "B", which is the Report Update on the Status of
30 Filling-up of Vacant Plantilla Positions.

31
32 I would like to manifest that this matter has been discussed
33 thoroughly by our Administrative Department Manager
34 yesterday. But still, on the subject matter, may I call on the
35 Resource Person, ma'am Zenaida T. Arrojo, our
36 Administrative Department Manager, to present the
37 summary of the Discussion and Recommendation. Go
38 ahead, ma'am Zen.

39
40 **MS. ARROJO:** Thank you so much Atty. Good Morning to our Administrator
41 and to the Members of the NTA Governing Board, good
42 morning to all. To Dr. Vanni and the other officials that are
43 joining us thru online. In relation to the Report on the Status
44 of Filling-up of Vacant Plantilla Positions, we would like to
45 inform the body that out of 71 confirmed appointments by the
46 Board, we have already received 29 appointments duly
47 approved by the Civil Service Commission. That's all for the
48 information of the NTA Governing Board. Thank you.

49
50 **ATTY. PARADO:** Thank you ma'am Zeny. Any comments from the members
51 of the Board? If none, can we have a motion?

52
53 **DIR. TRONGCO:** Madam Chair, I move for the adoption of the Report Update
54 on the Filling-up of Vacant Plantilla Position.

55
56 **DIR. SERNA:** I second the motion.

57
58 **ADMIN. SANCHEZ:** The Motion for the Approval of agenda "B" having been duly
59 seconded, the same is hereby APPROVED

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62

RESOLUTION NO. 031, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD ADOPTS THE REPORT ON THE STATUS ON THE FILING-UP OF VACANT PLANTILLA POSITIONS.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Next is Agenda “C”, the Request for the Approval of the Enhanced Implementing Guidelines in the Conduct of “Salamat Mabuhay” Program in Honor of Retiring National Tobacco Administration Officials and Employees.

DIR. TRONGCO: Your honor, I move for the approval of the Enhanced Implementing Guidelines in the Conduct of “Salamat Mabuhay” Program in Honor of Retiring National Tobacco Administration Officials and Employees.

DIR. CASELA: I second the motion.

ADMIN. SANCHEZ: The motion for the approval of Agenda “C” having been duly seconded, the same is hereby APPROVED.

RESOLUTION NO. 032, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE ENHANCED IMPLEMENTING GUIDELINES IN THE CONDUCT OF “SALAMAT-MABUHAY” PROGRAM IN HONOR OF RETIRING NATIONAL TOBACCO ADMINISTRATION OFFICIALS AND EMPLOYEES.

UNANIMOUSLY APPROVED”

ATTY. PARADO: Thank you Madam Chair. Agenda “D” is for Request for a Board Resolution Approving the NTA Performance Scorecard 2023, per GCG Requirements.

I would like to manifest that this matter has been thoroughly discussed yesterday, during the Committee Meeting. For further discussion; if none, can we have a Motion to be seconded by any Member of the Board?

DIR. CASELA: Madam Chair. I move for the approval of the Request for a Board Resolution Approving the NTA Performance Scorecard 2023, per GCG Requirements.

DIR. QUINTAL: I second the motion.

ADMIN. SANCHEZ: The Motion for Approval of Agenda “D” has been duly seconded. As such, the same is APPROVED.

RESOLUTION NO. 028, S.2023

“BE IT RESOLVED, AS IT IS HEREBY RESOLVED, THAT THE NTA GOVERNING BOARD APPROVES THE NTA PERFORMANCE SCORECARD 2023, PER GCG REQUIREMENTS.

UNANIMOUSLY APPROVED”

1 **ATTY. PARADO:** Thank you, madam Chair. Next is agenda "E", the Request
2 for Discussion of the Implementing Guidelines on the
3 Tobacco Farmers Production Grant, CY 2023-2024.

4
5 This matter has been discussed yesterday during the
6 Committee Meeting, and there was a Motion for Deferment,
7 which was duly approved by the Board. Any Manifestation or
8 Motion for the Deferment of this Agenda?
9

10 **DIR. CASELA:** I move for the deferment of the Request for the Discussion
11 on the Implementing Guidelines on the Tobacco Farmers
12 Production Grant, CY 2023-2024.

13
14 **DIR. QUINTAL:** I second the motion.

15
16 **ADMIN. SANCHEZ:** The motion for Deferment of Agenda "E" has been duly
17 seconded. Hence, the same is APPROVED.
18

19 **"AGENDA "E" DEFERRED"**

20
21 **ATTY. PARADO:** Thank you, madam Chair. So, as for Other Matters, we have
22 two (2) matters for discussion.

23
24 No. 1, is the Letter from the Office of the President in answer
25 or response to our Letter of Inquiry as to the DA
26 Memorandum, dated 05 August 2022, directing the re-
27 assumption of Mr. Benedicto M. Savellano as Deputy
28 Administrator for Support Services of the National Tobacco
29 Administration.
30

31 And No. 2, is the Update on the Status of Transfer of NTA to
32 the new Office Building.
33

34 Since we have here ma'am Zeny, as Manager of the
35 Administrative Department, may we call on her to render a
36 report.
37

38 **MS. ARROJO:** Actually, 'yung construction ng partition is on-going and our
39 office staff from GSPD (General Services and Procurement
40 Division) are now in the process of moving other files to the
41 Upper-Class Bldg. na po. That's all for now for the updates
42 po...
43

44 **ATTY. PARADO:** Thank you so much ma'am Zen.

45
46 As for the other subject matter, we would like to manifest to
47 the Members of the Honorable Board that yesterday,
48 January 11, 2023, the Office of the Administrator received a
49 Letter from the Office of the President of the Philippines,
50 Malacañang, Manila, signed by ANN LIZA G. LOGAN,
51 Deputy Executive Secretary for Legal Affairs. This is in
52 response to our Letter of Inquiry regarding the order for the
53 re-assumption of Mr. Savellano as Deputy Administrator of
54 the National Tobacco Administration. So, may I be allowed
55 to read the dispositive portion of the Letter...
56

57 ***"While the Office of the President shares
58 the view of the DA that the positions of NTA
59 Deputy Administrator are permanent career
60 positions filled on the basis of merit and fitness,
61 the OP, however, does not concur or agree that***

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these positions are non-CES positions. Precisely, GCG reclassified the positions as permanent and CES-positions, and are thus subject to CES eligibility. As a government owned and controlled corporation, NTA is under the GCG. Also, inasmuch as the subject positions are now CES positions, the determination therefore of the required qualifications and eligibility, among others, comes under the purview of the Career Executive Service Board (CESB). Accordingly, as a response to the aforementioned Letters, the OP has endorsed the matter to the GCG and CESB for their appropriate action."

That's all your honor. Thank you.

For comments, or if none, may we proceed to the next Agenda.

The proposed schedule for the 113th Special Meeting of the NTA Governing Board will be on January 26, 2023, Thursday, 2:00pm, which is tentative.

Our next and Final Agenda madam Chair, is for Adjournment.

V. ADJOURNMENT

ADMIN. SANCHEZ: There being no other Matters to tackle or discuss, we are now ready to adjourn. Can we have a motion?

DIR. CASELA: Madam Chair. May I move for the adjournment of the meeting.

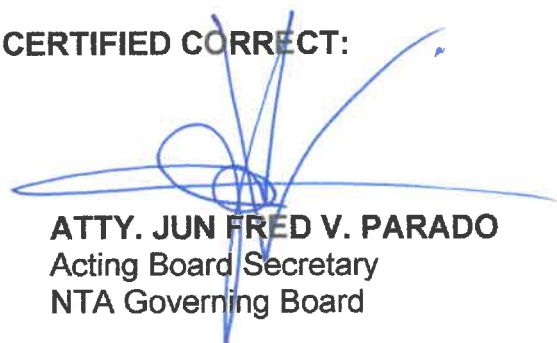
DIR. SERNA: I second the motion.

ADMIN. SANCHEZ: The motion for Adjournment has been duly seconded. As such, the same is APPROVED. We are adjourned!

Thank you.

Note: The Meeting was adjourned at exactly 11:45AM.

PREPARED AND CERTIFIED CORRECT:




ATTY. JUN FRED V. PARADO
Acting Board Secretary
NTA Governing Board

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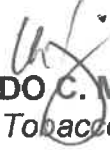
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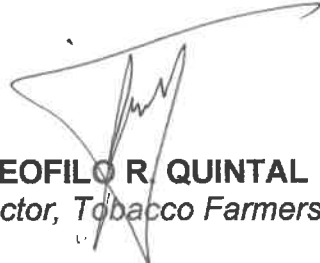
Hon. BELINDA S. SANCHEZ
Administrator/CEO and Vice-Chairman,
NTA Governing Board



Hon. NESTOR C. CASELA
Appointive Director, Academic Community Sector



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



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



Hon. JESSE PAT M. SERNA
Appointive Director, Tobacco Traders/Exporters Sector



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