



18 December 2023

**Hon. FRANCISCO T. LAUREL, JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 22 December, 2023, at 9:00 AM -

124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 22 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture – Undersecretary  
Alternate Chairman Designate  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 22 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

- |                                    |  |
|------------------------------------|--|
| 1. 21 December, 2023, at 9:00 AM - | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City           |
| 2. 22 December, 2023, at 9:00 AM - | 124 <sup>th</sup> Special Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City |

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 21 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 22 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 21 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 22 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 21 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 22 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 21 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 22 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board



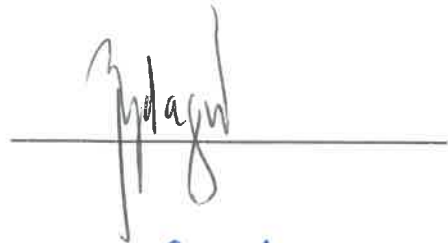


COMMITTEE MEETING ON RESEARCH AND EXTENSION OF THE NTA BOARD OF DIRECTORS HELD AT THE NTA-BOARD ROOM, 11<sup>TH</sup> FLOOR UPPER CLASS BLDG., QUEZON AVENUE, QUEZON CITY ON 21 DECEMBER 2023

ATTENDANCE SHEET

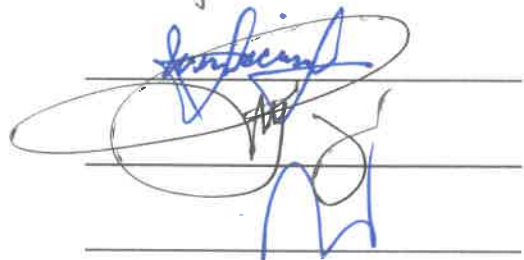
PRESENT:

Chairman: Dir. LUZVIMINDA U. PADAYAO



MEMBERS:

Dir. NESTOR C. CASELA



Dir. DANILO C. TRONGCO

Adm. & CEO BELINDA S. SANCHEZ

OTHERS PRESENT:

JESSIE PAT M. SERNA



BENJAMIN V. SARMIENTO

DR. GIOVANNI B. PALASAY



ENGR. ROSALYN IBICA

MAYRA J. LOZANO



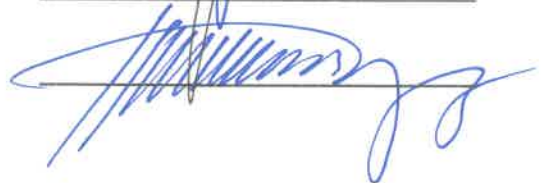
ADM. JIM FRED PABERO



FREDERICK G. LAZARO



LOZAN CASANTINE



**COMMITTEE MEETING ON TRADING OPERATIONS AND REGULATIONS OF THE NTA  
BOARD OF DIRECTORS HELD AT THE NTA BOARD ROOM, 11<sup>th</sup> Floor UPPER CLASS  
BLDG., QUEZON AVENUE, QUEZON CITY ON 21 DECEMBER 2023**

**ATTENDANCE SHEET**

PRESENT:

Chairman: **Dir. JESSIE PAT M. SERNA**



MEMBERS:

Dir. **LUZVIMINDA U. PADAYAO**



Dir. **WILFREDO C. MARTINEZ**



OTHERS PRESENT:

DANILO C. TRINSCO



XLESTON C. CASTELA



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONE HUNDRED AND TWENTY-FOURTH (124<sup>TH</sup>) SPECIAL BOARD MEETING OF THE NTA  
BOARD OF DIRECTORS HELD AT THE NTA-BOARD ROOM, 11<sup>TH</sup> FLOOR UPPER CLASS BLDG.,  
QUEZON AVE., QUEZON CITY ON 22 DECEMBER 2023 AT 9:00 AM**

**ATTENDANCE SHEET**

PRESENT:

1. **Hon. Deogracias Victor B. Savellano**  
Undersecretary, Department of Agriculture &  
Alternate Chairman- Designate / Presiding Officer
2. **Hon. BELINDA S. SANCHEZ**  
Administrator/Chief Executive Officer and  
Vice-Chairman, NTA Governing Board
3. **Hon. LUZVIMINDA U. PADAYAO**  
Member, NTA Board of Directors
4. **Hon. WILFREDO C. MARTINEZ**  
Member, NTA Board of Directors
5. **Hon. NESTOR C. CASELA**  
Member, NTA Board of Directors
6. **Hon. DANILO C. TRONGCO**  
Member, NTA Board of Directors
7. **Hon. JESSIE PAT M. SERNA**  
Member, NTA Board of Directors

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHERS PRESENT:

- | <u>N a m e</u>                    | <u>S i g n a t u r e</u> |
|-----------------------------------|--------------------------|
| 1. <u>BENJAMIN V. SAMBLONID</u>   | _____                    |
| 2. <u>DR. GIOVANNI B. PALASAY</u> | _____                    |
| 3. <u>MARALYN IDICA</u>           | _____                    |
| 4. <u>MYRNA LIZARD</u>            | _____                    |
| 5. <u>ATTN. JUN FRED PIRABO</u>   | _____                    |
| 6. <u>FREDRICK C. LAZARO</u>      | _____                    |
| 7. <u>LOTTOR CASAMIN</u>          | _____                    |
| 8. _____                          | _____                    |
| 9. _____                          | _____                    |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

11<sup>th</sup> The Upper Class Tower, Block S-139, Quezon Avenue corner  
Scout Reyes St., Barangay Paligsahan, Quezon City  
Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / Website: <http://nta.da.gov.ph>  
ISO 9001: 2015 QMS CERTIFIED



18 December 2023

**Hon. FRANCISCO T. LAUREL, JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

S I R:

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

S I R:

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture – Undersecretary  
Alternate Chairman Designate  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

SIR:

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

SIR:

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 27 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 27 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board







18 December 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

SIR:

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 27 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 27 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





18 December 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Special Board Meeting

**SIR:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 27 December, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City
2. 28 December, 2023, at 9:00 AM - 124<sup>th</sup> Special Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Avenue, Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Hon. FRANCISCO T. LAUREL, JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 14 December, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 14 December, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture – Undersecretary  
Alternate Chairman Designate  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. 14 December, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**


Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. December 13, 2023, at 1:00 PM - Joint Committee Meeting  
NTA- Vigan Branch Office  
San Juan, Ilocos Sur
2. December 14, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. December 13, 2023, at 1:00 PM - Joint Committee Meeting  
NTA- Vigan Branch Office  
San Juan, Ilocos Sur
2. December 14, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board







04 December 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. December 13, 2023, at 1:00 PM - Joint Committee Meeting  
NTA- Vigan Branch Office  
San Juan, Ilocos Sur
2. December 14, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. December 13, 2023, at 1:00 PM - Joint Committee Meeting  
NTA- Vigan Branch Office  
San Juan, Ilocos Sur
2. December 14, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





04 December 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. December 13, 2023, at 1:00 PM - Joint Committee Meeting  
NTA- Vigan Branch Office  
San Juan, Ilocos Sur
2. December 14, 2023, at 9:00 AM - 169<sup>th</sup> Regular Board Meeting  
NTA- Branch Office  
Batac City, Ilocos Norte

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





21 November 2023

**Hon. FRANCISCO T. LAUREL, JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 29, 2023, at 9:00 AM - 123<sup>rd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





21 November 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 29, 2023, at 9:00 AM - 123<sup>rd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





21 November 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 28, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 29, 2023, at 9:00 AM - 123<sup>rd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





21 November 2023

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

- |                                  |   |  |
|----------------------------------|---|--|
| 1. November 28, 2023, at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Ave., Quezon City                 |
| 2. November 29, 2023, at 9:00 AM | - | 123 <sup>rd</sup> Special Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Ave., Quezon City |

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





21 November 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 28, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 29, 2023, at 9:00 AM - 123<sup>rd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board







21 November 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 28, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 29, 2023, at 9:00 AM - 123<sup>rd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





21 November 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 28, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 29, 2023, at 9:00 AM - 123<sup>rd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





06 November 2023

**Hon. FRANCISCO T. LAUREL, JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

- |                                    |  |
|------------------------------------|--|
| 1. November 14, 2023, at 9:00 AM - | 168 <sup>th</sup> Regular Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Ave., Quezon City |
|------------------------------------|--|

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





06 November 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

2. November 14, 2023, at 9:00 AM - 168<sup>th</sup> Regular Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





06 November 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 13, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 14, 2023, at 9:00 AM - 168<sup>th</sup> Regular Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





06 November 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 13, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 14, 2023, at 9:00 AM - 168<sup>th</sup> Regular Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





06 November 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 13, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 14, 2023, at 9:00 AM - 168<sup>th</sup> Regular Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





06 November 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 13, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 14, 2023, at 9:00 AM - 168<sup>th</sup> Regular Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board







06 November 2023

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. November 13, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. November 14, 2023, at 9:00 AM - 168<sup>th</sup> Regular Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





13 October 2023

**Director LUZVIMINDA U. PADAYAO**

Tobacco Farmer Sector

Office of the NTA Governing Board

11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 26, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. October 27, 2023, at 9:00 AM - 122<sup>nd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





13 October 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 26, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. October 27, 2023, at 9:00 AM - 122<sup>nd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





13 October 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 26, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. October 27, 2023, at 9:00 AM - 122<sup>nd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





13 October 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**SIR:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

- |                                 |   |  |
|---------------------------------|---|--|
| 1. October 26, 2023, at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Ave., Quezon City                 |
| 2. October 27, 2023, at 9:00 AM | - | 122 <sup>nd</sup> Special Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Ave., Quezon City |

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





13 October 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 26, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City
2. October 27, 2023, at 9:00 AM - 122<sup>nd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





13 October 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 27, 2023, at 9:00 AM - 122<sup>nd</sup> Special Board Meeting  
NTA Board Room, 11<sup>th</sup> Floor  
Upper Class Building,  
Quezon Ave., Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





02 October 2023

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
Quezon City

Re: Schedule of Special Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 10, 2023, at 9:00 AM - 167<sup>th</sup> Regular Board Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class Tower Building,  
Quezon Ave., Quezon City

The concerned Members of the Board may join the said meeting via Microsoft Teams. The virtual meeting link shall be provided before the scheduled meeting.

Your Honor's valued presence during the said meeting will be highly appreciated.

Thank you.

Respectfully yours,

**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board







02 October 2023

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 09, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class Tower Building,  
Quezon Ave., Quezon City
2. October 10, 2023, at 9:00 AM - 167<sup>th</sup> Regular Board Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class, Tower Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





02 October 2023

**Director NESTOR C. CASELA**  
Academic Community Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 09, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class Tower Building,  
Quezon Ave., Quezon City
2. October 10, 2023, at 9:00 AM - 167<sup>th</sup> Regular Board Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class, Tower Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





02 October 2023

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**M A D A M:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 09, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class Tower Building,  
Quezon Ave., Quezon City
2. October 10, 2023, at 9:00 AM - 167<sup>th</sup> Regular Board Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class, Tower Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board  






02 October 2023

**Director WILFREDO C. MARTINEZ**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 09, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class Tower Building,  
Quezon Ave., Quezon City
2. October 10, 2023, at 9:00 AM - 167<sup>th</sup> Regular Board Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class, Tower Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board





02 October 2023

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/ Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Bldg., Quezon Ave., Quezon City

Re: Schedule of Regular Board Meeting

**S I R:**

Please be informed that the following meeting of the NTA Governing Board is scheduled to be held, to wit:

1. October 09, 2023, at 9:00 AM - Joint Committee Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class Tower Building,  
Quezon Ave., Quezon City
2. October 10, 2023, at 9:00 AM - 167<sup>th</sup> Regular Board Meeting  
NTA Board Room 11<sup>th</sup> Floor  
Upper Class, Tower Building,  
Quezon Ave., Quezon City

Your Honor's valued presence during the said meetings will be highly appreciated.

Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board

