



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

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



REGISTERED
 CNAR Registration TIME: 1:28 BY: LA

MEMORANDUM CIRCULAR NO. 001, SERIES OF 2025

TO : ALL LICENSED BUYING STATIONS, WHOLESALE TOBACCO DEALERS, REDRYING PLANTS, FIELD CANVASSERS AND VIAJEROS

ALL EXPORTERS/IMPORTERS/TRANSSHIPPERS OF LEAF TOBACCO, TOBACCO PRODUCTS, OTHER TOBACCO-RELATED MATERIALS, SPAREPARTS AND INGREDIENTS

ALL MANUFACTURERS/PROCESSORS OF TOBACCO PRODUCTS

ALL CONCERNED NTA DEPARTMENT/BRANCH MANAGERS/OFFICERS-IN-CHARGE AND PERSONNEL

SUBJECT : AMENDMENTS TO THE NTA MEMORANDUM CIRCULAR NO. 001, SERIES OF 2024, WITH THE SUBJECT: *"MANUAL IN THE RESOLUTION OF VIOLATIONS OF NTA RULES AND REGULATIONS COMMITTED BY REGULATED ENTITIES & INDIVIDUALS"*

DATE : 18 FEBRUARY 2025

WHEREAS, on March 5, 2024, the National Tobacco Administration (NTA) issued Memorandum Circular No. 001, Series of 2024, providing the procedures resolution of violations for NTA rules and regulations.

WHEREAS, under the CY 2025 Performance Scorecard for the NTA, one of the agency's performance target is the timeliness in the resolution of violations.

WHEREAS, MC No. 001, S. 2024, does not provide for the time within which the NTA Administrator/CEO shall refer the notice of violation to the Legal Officer to an Investigating Committee, as well as, the period within which the Administrator/CEO shall render a Resolution or Decision.

NOW, THEREFORE, in order to clarify pertinent provisions of the manual to indicate the specific time to accomplish each procedure, the following is hereby adopted to amend pertinent provisions of MC No. 001, S. of 2024, as follows:

- Section 4, Rule III (Procedures) shall be read as follows:

"Section 4. Action by the NTA Administrator & Chief Executive Officer - Within one (1) working day from receipt of all documents from the concerned Department Manager III/Highest Officer of the Department/Branch Office, the Administrator, upon the recommendation of the DAOP, shall direct the Legal Officer to determine the completeness of the documents transmitted. The Legal Officer may recommend to the Administrator to:

- Dismiss the findings for lack of merit; or*
- Imposition of appropriate penalty if warranted by the evidence submitted; or*

REGULATION DEPARTMENT
 CERTIFIED TRUE COPY
 BY: ATTY. CHRISTIAN AMBROS
 SIGNATURE
 20 FEB 2025
 DATE / TIME

Masaganang Agrikultura, Maunlad na Ekonomiya





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c. Creation of an Investigating Committee, through the issuance of a Special Order, to further conduct motu proprio or in-person summary proceedings and to recommend appropriate action.”

2. Section 1, Rule IV (Decision, Resolution, Motion for Reconsideration, Appeal and Execution) shall be read as follows:

“Section 1. Decision/Resolution - Within three (3) working days, the Administrator and Chief Executive Officer shall render a Decision/Resolution on the reported violations, either motu proprio or upon the recommendation of the Investigating Committee or Legal Officer. The Decision/Resolution shall specifically state the nature of the case, the specific provisions of the NTA rules and regulations violated and the documents and evidence supporting the Decision.

Within one (1) working from the date of the Decision, the Regulation Department shall furnish copy of the Decision/Resolution to the concerned regulated entity/individual, copy furnished the concerned Department Manager III/Highest Officer of the Department/Branch Office, the Investigating Committee/Legal Officer and the Office of the Deputy Administrator for Operations, thru the fastest means of communication.”

EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation and shall be filed with the Office of the National Administrative Register (ONAR), U.P. Law Center.

For the guidance and compliance of all concerned.

APPROVED UNDER BOARD RESOLUTION NO. 316, S. 2025 DATED 18 FEBRUARY 2025.

BY AUTHORITY OF THE NTA GOVERNING BOARD:

BELINDA S. SANCHEZ
 Administrator/Chief Executive Officer



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