



03 January 2024

**Hon. FRANCISCO T. LAUREL, JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
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. 11 January, 2024, at 9:00 AM | - 180 <sup>th</sup> Regular Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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





03 January 2024

**Hon. DOMINGO F. PANGANIBAN, CESO I**  
Department of Agriculture – Senior Undersecretary  
Elliptical Road, Diliman  
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. 11 January, 2024, at 9:00 AM | - 180 <sup>th</sup> Regular Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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





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



03 January 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture – Undersecretary  
Alternate Chairman Designate  
Elliptical Road, Diliman  
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. 11 January, 2024, at 9:00 AM | - | 180 <sup>th</sup> Regular Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





03 January 2024

**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. 10 January, 2024, 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. 11 January, 2024, at 9:00 AM | - | 180 <sup>th</sup> Regular Board 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





03 January 2024

**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. 10 January, 2024, 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. 11 January, 2024, at 9:00 AM | - | 180 <sup>th</sup> Regular Board 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





03 January 2024

**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:

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| 1. 10 January, 2024, 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. 11 January, 2024, at 9:00 AM | - | 180 <sup>th</sup> Regular Board 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







03 January 2024

**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:

- |                                 |   |  |
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| 1. 10 January, 2024, 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                 |
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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





17 January 2024

**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. 29 January, 2024, at 10:00 AM - | 125 <sup>th</sup> Special Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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







17 January 2024

**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. 29 January, 2024, at 10:00 AM | - | 125 <sup>th</sup> Special Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City |
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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 





17 January 2024

**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. 23 January, 2024, 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. 29 January, 2024, at 10:00 AM | - | 125 <sup>th</sup> Special Board 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





17 January 2024

**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:

- |                                  |   |  |
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| 1. 23 January, 2024, 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. 29 January, 2024, at 10:00 AM | - | 125 <sup>th</sup> Special Board 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





17 January 2024

**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:

- |                                  |   |  |
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| 2. 29 January, 2024, at 10:00 AM | - | 125 <sup>th</sup> Special Board 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





17 January 2024

**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. 23 January, 2024, 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. 29 January, 2024, at 10:00 AM | - | 125 <sup>th</sup> Special Board 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





17 January 2024

**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:

- |                                  |   |  |
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| 1. 23 January, 2024, 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. 29 January, 2024, at 10:00 AM | - | 125 <sup>th</sup> Special Board 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 







02 February 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
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. 20 February, 2024, at 10:00 AM - | 171 <sup>st</sup> Regular Board Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*



02 FEB 2024



02 February 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture – Undersecretary  
Alternate Chairman Designate  
Elliptical Road, Diliman  
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. 20 February, 2024, at 10:00 AM -

171<sup>st</sup> Regular Board 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 





02 February 2024

**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. 19 February, 2024, 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. 20 February, 2024, at 10:00 AM - | 171 <sup>st</sup> Regular Board 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 





02 February 2024

**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

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

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| 2. 20 February, 2024, at 10:00 AM - | 171 <sup>st</sup> Regular Board 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





02 February 2024

**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

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

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| 2. 20 February, 2024, at 10:00 AM - | 171 <sup>st</sup> Regular Board 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 





02 February 2024

**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:

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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 February 2024

**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

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| 2. 20 February, 2024, at 10:00 AM - | 171 <sup>st</sup> Regular Board 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





21 February 2024

**Hon. FRANCISCO P. TIU 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 February, 2024, at 09:00 AM - | 126 <sup>th</sup> Special Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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 





21 February 2024

**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. 28 February, 2024, at 09:00 AM - | 126 <sup>th</sup> Special Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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 





21 February 2024

**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 February, 2024, at 2:00 PM -  | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City           |
| 2. 28 February, 2024, at 09:00 AM - | 126 <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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





21 February 2024

**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:

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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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





21 February 2024

**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

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Thank you.

Respectfully yours,

**BELINDA S. SANCHEZ, CPA**

Administrator & Chief Executive Officer

Vice-Chairperson, NTA Governing Board

*Masaganang Agrikultura, Maunlad na Ekonomiya*







21 February 2024

**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 February, 2024, at 2:00 PM -  | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City           |
| 2. 28 February, 2024, at 09:00 AM - | 126 <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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





21 February 2024

**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. 27 February, 2024, at 2:00 PM -  | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City           |
| 2. 28 February, 2024, at 09:00 AM - | 126 <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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





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**



05 March 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Secretary, Department of Agriculture  
Elliptical Road, Diliman  
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. 15 March, 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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 





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
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Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / Website: <http://nta.da.gov.ph>  
**ISO 9001: 2015 QMS CERTIFIED**



Done email!

05 March 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture – Undersecretary  
Alternate Chairman Designate  
Elliptical Road, Diliman  
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. 15 March, 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





04 March 2024

**Director GERRY VIRGILIO VERTIDO GUZMAN**

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. 14 March, 2024, 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. 15 March, 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular 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





04 March 2024

**Director JESSIE PAT MALINIT SERNA**  
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. 14 March, 2024, at 9:00 PM | - | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City           |
| 2. 15 Marc, 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular 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







05 March 2024

**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:

- |                                 |   |  |
|---------------------------------|---|--|
| 3. 14 March, 2024, 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           |
| 4. 15 March , 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular 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





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**



05 March 2024

**Director RAY AQUINO ELAYDO**  
Tobacco Manufacturing 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. 14 March, 2024, 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. 15 March, 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular 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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





05 March 2024

**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. 14 March, 2024, at 9:00 PM  | - | Joint Committee Meeting<br>NTA Board Room, 11 <sup>th</sup> Floor<br>Upper Class Building,<br>Quezon Avenue, Quezon City           |
| 2. 15 March, 2024, at 10:00 AM | - | 172 <sup>nd</sup> Regular 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 March 2024

**Hon. FRANCISCO P. TIU 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. 26 March 2024, at 10:00 AM - 127<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 March 2024

**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. 26 March 2024, at 10:00 AM - 127<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 March 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 25 March 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 26 March 2024, at 10:00 AM | - | 127 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 March 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 25 March 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
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NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 March 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 25 March 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
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NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 March 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 25 March 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
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NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 March 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 25 March 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
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NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 





1 April 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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 





1 April 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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 







1 April 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 April 2024 at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





1 April 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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:

- |                             |   |   |
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| 1. 15 April 2024 at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





1 April 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 April 2024 at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





1 April 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 April 2024 at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





1 April 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 April 2024 at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 16 April 2024 at 1:00 PM | - | 173 <sup>rd</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





19 April 2024

**Hon. FRANCISCO P. TIU 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. 29 April 2024, at 3:00 PM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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

*Masaganang Agrikultura, Maunlad na Ekonomiya*







19 April 2024

**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. 29 April 2024, at 3:00 PM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





19 April 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 April 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 30 April 2024, at 10:00 AM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





19 April 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 April 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 30 April 2024, at 10:00 AM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





19 April 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 April 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 30 April 2024, at 10:00 AM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





19 April 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 April 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 30 April 2024, at 10:00 AM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





19 April 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 April 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 30 April 2024, at 10:00 AM | - | 128 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*







6 May 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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. 14 May 2024 at 10:00 AM - 174<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 





6 May 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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. 14 May 2024 at 10:00 AM | - | 174 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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 





6 May 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 13 May 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 14 May 2024 at 10:00 AM | - | 174 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





6 May 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 13 May 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 14 May 2024 at 10:00 AM | - | 174 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





6 May 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 13 May 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 14 May 2024 at 10:00 AM | - | 174 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





6 May 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 13 May 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 14 May 2024 at 10:00 AM | - | 174 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 







6 May 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 13 May 2024 at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
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NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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







20 May 2024

**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. 27 May 2024, at 3:00 PM | - | 129 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





20 May 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 May 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 28 May 2024, at 10:00 AM | - | 129 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





20 May 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 May 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 28 May 2024, at 10:00 AM | - | 129 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





20 May 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 May 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 28 May 2024, at 10:00 AM | - | 129 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





20 May 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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:

- |                             |   |   |
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| 1. 27 May 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 28 May 2024, at 10:00 AM | - | 129 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





20 May 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmer Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 May 2024, at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 28 May 2024, at 10:00 AM | - | 129 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*







Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
11/F 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**



03 June 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 10 June 2024 at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 11 June 2024 at 10:00 AM - 175<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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







Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
11/F The Upper Class Tower, Block S-139, Quezon Avenue corner  
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03 June 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 10 June 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 11 June 2024 at 10:00 AM | - | 175 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
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03 June 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 10 June 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 11 June 2024 at 10:00 AM | - | 175 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





03 June 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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:

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|-----------------------------|---|---|
| 1. 10 June 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
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Your Honor's valued presence during the said meetings will be highly appreciated.

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Respectfully yours,

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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
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03 June 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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:

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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





Republic of the Philippines  
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03 June 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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. 11 June 2024 at 10:00 AM | - | 175 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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





03 June 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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:

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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
11/F 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**



03 June 2024

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

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03 June 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 10 June 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
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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 June 2024

**Hon. FRANCISCO P. TIU 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. 26 June 2024, at 9:00 AM | - | 130 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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.

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Republic of the Philippines  
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18 June 2024

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

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Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board 





18 June 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 25 June 2024, at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
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Your Honor's valued presence during the said meetings will be highly appreciated.

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





Republic of the Philippines  
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18 June 2024

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

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Vice-Chairperson, NTA Governing Board 





Republic of the Philippines  
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18 June 2024

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

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Respectfully yours,

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

*Masaganang Agrikultura, Maunlad na Ekonomiya*







18 June 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Special Board Meeting**

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18 June 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

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Vice-Chairperson, NTA Governing Board

*Masaganang Agrikultura, Maunlad na Ekonomiya*





1 July 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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:

10 July 2024 at 9:00 AM	-	176 <sup>th</sup> Regular Meeting NTA Board Room, 11 <sup>th</sup> Floor Upper Class Tower, Quezon Avenue, Quezon City
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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.

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Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board *fls*





1 July 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

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**S I R:**

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

- |                            |   |   |
|----------------------------|---|---|
| 1. 9 July 2024 at 9:00 AM  | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
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1 July 2024

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

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*Masaganang Agrikultura, Maunlad na Ekonomiya*





1 July 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

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





1 July 2024

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

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Vice-Chairperson, NTA Governing Board







1 July 2024

**Director DANILO C. TRONGCO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
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Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board

*Masaganang Agrikultura, Maunlad na Ekonomiya*





15 July 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

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Administrator & Chief Executive Officer  
Vice-Chairperson, NTA Governing Board 





15 July 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
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15 July 2024

**Director GERRY VIRGILIO V. GUZMAN**  
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Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

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Vice-Chairperson, NTA Governing Board 





15 July 2024

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

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15 July 2024

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

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Administrator & Chief Executive Officer  
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15 July 2024

**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:

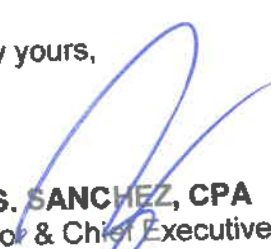

- |                             |   |   |
|-----------------------------|---|---|
| 1. 25 July 2024, at 9:00 AM | - | 131 <sup>st</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City |
|-----------------------------|---|---|

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 







15 July 2024

**Hon. FRANCISCO P. TIU 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. 25 July 2024, at 9:00 AM | - | 131 <sup>st</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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 





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
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Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / Website: <http://nta.da.gov.ph>  
**ISO 9001: 2015 QMS CERTIFIED**



13 August 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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:

- |                              |   |   |
|------------------------------|---|---|
| 3. 15 August 2024 at 9:00 AM | - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 4. 16 August 2024 at 1:00 PM | - | 177 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





5 August 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 August 2024 at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 16 August 2024 at 1:00 PM *MS* - 177<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 *MS*





5 August 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 August 2024 at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 16 August 2024 at 1:00 PM *PM* - 177<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 *BS*





5 August 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 August 2024 at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 16 August 2024 at 1:00 PM *fls* - 177<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

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

Thank you.

Respectfully yours

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





5 August 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 15 August 2024 at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 16 August 2024 at 1:00 PM ~~PM~~ - 177<sup>th</sup> Regular Meeting  
3NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 ~~XXX~~





5 August 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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:

16 August 2024 at 1:00 PM  - 177<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 







5 August 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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:

16 August 2024 at 1:00 PM *[Signature]* - 177<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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,

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





20 August 2024

**Hon. FRANCISCO P. TIU 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. 30 August 2024, at 2:00PM *[Signature]* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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,

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





20 August 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 August 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 30 August 2024, at 2:00 PM *PM* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 *BS*





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
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20 August 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 August 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 30 August 2024, at 2:00 PM *MS* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

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

Thank you.

Respectfully yours,

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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





Republic of the Philippines  
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20 August 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 August 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 30 August 2024, at 2:00 PM *xxx* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

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

Thank you.

Respectfully yours,

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





20 August 2024

**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. 30 August 2024, at 2:00 PM *[Signature]* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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,

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







Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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20 August 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 August 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 30 August 2024, at 2:00 PM *[Signature]* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

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

Thank you.

Respectfully yours,

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







20 August 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 29 August 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 30 August 2024, at 2:00 PM *hhs* - 132<sup>nd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

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

Thank you.

Respectfully yours,

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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
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4 September 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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:

13 September 2024 at 9:30 AM

178<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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





Republic of the Philippines  
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4 September 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**  
Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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:

13 September 2024 at 9:30 AM

178<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
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4 September 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                                 |   |
|---------------------------------|---|
| 1. 12 September 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 13 September 2024 at 9:30 AM | 178 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
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4 September 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                                 |  |
|---------------------------------|--|
| 1. 12 September 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City            |
| 2. 13 September 2024 at 9:30 AM | 178 <sup>th</sup> Regular Meeting<br>3NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





Republic of the Philippines  
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4 September 2024

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

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**M A D A M:**

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

- |                                 |   |
|---------------------------------|---|
| 1. 12 September 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 13 September 2024 at 9:30 AM | 178 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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







Republic of the Philippines  
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4 September 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                                 |   |
|---------------------------------|---|
| 1. 12 September 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 13 September 2024 at 9:30 AM | 178 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 







Republic of the Philippines  
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4 September 2024

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

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                                 |   |
|---------------------------------|---|
| 1. 12 September 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 13 September 2024 at 9:30 AM | 178 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 September 2024

**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. 27 September 2024, at 2:00 PM - 133<sup>rd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 





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 September 2024

**Hon. FRANCISCO P. TIU 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. 27 September 2024, at 2:00 PM - 133<sup>rd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 September 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 26 September 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 27 September 2024, at 2:00 PM - 133<sup>rd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 September 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 26 September 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 27 September 2024, at 2:00 PM - 133<sup>rd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 September 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 26 September 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 27 September 2024, at 2:00 PM - 133<sup>rd</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 September 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 26 September 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
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NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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 







Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
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Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / Website: <http://nta.da.gov.ph>  
**ISO 9001: 2015 QMS CERTIFIED**



18 September 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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. 26 September 2024, at 9:00 AM - | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 27 September 2024, at 2:00 PM - | 133 <sup>rd</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





7 October 2024

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

**Re: 179<sup>th</sup> Regular Board Meeting on October 11, 2024 at 2:00 PM**

**S I R:**

Please be informed that the abovementioned meeting has been cancelled.

The meeting coincides with the DA and NTA's mandatory Senate Budget Briefing, which requires all relevant personnel to attend, and thus, we are constrained to cancel it.

As soon as possible, details of the rescheduling of the cancelled meeting will be provided to Your Honor's esteemed office.

For your proper guidance. Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & CEO  
Vice-Chairperson, NTA Governing Board 





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**NATIONAL TOBACCO ADMINISTRATION**  
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7 October 2024

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

**Re: 179<sup>th</sup> Regular Board Meeting on October 11, 2024 at 2:00 PM**

**S I R:**



Please be informed that the abovementioned meeting has been cancelled.

The meeting coincides with the DA and NTA's mandatory Senate Budget Briefing, which requires all relevant personnel to attend, and thus, we are constrained to cancel it.

As soon as possible, details of the rescheduling of the cancelled meeting will be provided to Your Honor's esteemed office.

For your proper guidance. Thank you.

Respectfully yours,

  
**BELINDA S. SANCHEZ, CPA**  
Administrator & CEO  
Vice-Chairperson, NTA Governing Board 





3 October 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**

Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
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:

11 October 2024 at 2:00 PM


179<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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 





Republic of the Philippines  
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3 October 2024

**Hon. FRANCISCO P. TIU LAUREL JR.**  
Department of Agriculture Secretary  
Elliptical Road, Diliman,  
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:

11 October 2024 at 2:00 PM

179<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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





Republic of the Philippines  
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3 October 2024

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

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**M A D A M:**

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

- |                               |   |
|-------------------------------|---|
| 1. 10 October 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 11 October 2024 at 2:00 PM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





3 October 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                               |   |
|-------------------------------|---|
| 1. 10 October 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 11 October 2024 at 2:00 PM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 







3 October 2024

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

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                               |   |
|-------------------------------|---|
| 1. 10 October 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 11 October 2024 at 2:00 PM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





3 October 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

1. 10 October 2024 at 9:00 AM

Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

2. 11 October 2024 at 2:00 PM

179<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
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3 October 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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

- |                               |   |
|-------------------------------|---|
| 1. 10 October 2024 at 9:00 AM | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 11 October 2024 at 2:00 PM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





14 October 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**

Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
Quezon City

**Re: New Schedule of Regular Board Meeting**

**S I R:**

Please be informed that the following meeting of the NTA Governing Board has been re-scheduled, to wit:

22 October 2024 at 10:00 AM

179<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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





14 October 2024

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

**Re: New Schedule of Regular Board Meeting**

**S I R:**

Please be informed that the following meeting of the NTA Governing Board has been re-scheduled, to wit:

22 October 2024 at 10:00 AM

179<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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 





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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**ISO 9001: 2015 QMS CERTIFIED**



14 October 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**M A D A M:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                |   |
|--------------------------------|---|
| 1. 21 October 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 22 October 2024 at 10:00 AM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*







14 October 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                |   |
|--------------------------------|---|
| 1. 21 October 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 22 October 2024 at 10:00 AM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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







14 October 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                |   |
|--------------------------------|---|
| 1. 21 October 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 22 October 2024 at 10:00 AM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**  
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14 October 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                |   |
|--------------------------------|---|
| 1. 21 October 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 22 October 2024 at 10:00 AM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





14 October 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                |   |
|--------------------------------|---|
| 1. 21 October 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 22 October 2024 at 10:00 AM | 179 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





28 October 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 05 November 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 06 November 2024 at 10:00 AM | 180 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





28 October 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 05 November 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 06 November 2024 at 10:00 AM | 180 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





28 October 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 05 November 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 06 November 2024 at 10:00 AM | 180 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





28 October 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 05 November 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 06 November 2024 at 10:00 AM | 180 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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







28 October 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**M A D A M:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 05 November 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 06 November 2024 at 10:00 AM | 180 <sup>th</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**NATIONAL TOBACCO ADMINISTRATION**  
11/F 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**



28 October 2024

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

**Re: New Schedule of Regular Board Meeting**

**S I R:**

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

06 November 2024 at 10:00 AM

180<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





28 October 2024

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

**Re: New Schedule of Regular Board Meeting**

**S I R:**

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

06 November 2024 at 10:00 AM

180<sup>th</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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 





11 November 2024

**Hon. FRANCISCO P. TIU 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 November 2024, at 10:00 AM - | 134 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>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





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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**ISO 9001: 2015 QMS CERTIFIED**



11 November 2024

**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 November 2024, at 10:00 AM - 134<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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11 November 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 November 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 22 November 2024, at 10:00 AM - 134<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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

*Masaganang Agrikultura, Maunlad na Ekonomiya*





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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11 November 2024

**Director LUZVIMINDA U. PADAYAO**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 November 2024, at 9:00 AM -  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 22 November 2024, at 10:00 AM - | 134 <sup>th</sup> Special Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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

*Masaganang Agrikultura, Maunlad na Ekonomiya*







11 November 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 November 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 22 November 2024, at 10:00 AM - 134<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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





11 November 2024

**Director JESSIE PAT M. SERNA**  
Tobacco Traders/Exporters Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 November 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 22 November 2024, at 10:00 AM - 134<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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





11 November 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, 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 November 2024, at 9:00 AM - Joint Committee Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City
2. 22 November 2024, at 10:00 AM - 134<sup>th</sup> Special Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
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





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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25 November 2024

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

**Re: New Schedule of Regular Board Meeting**

**S I R:**

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

04 December 2024 at 10:00 AM

181<sup>st</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*



*CS Reyes*



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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25 November 2024

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

**Re: New Schedule of Regular Board Meeting**

**S I R:**

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

04 December 2024 at 10:00 AM

181<sup>st</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*



*Canleruen*



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**NATIONAL TOBACCO ADMINISTRATION**  
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25 November 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 03 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 04 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*



*o n e e s t a b l i s h*



25 November 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 03 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 04 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 







25 November 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 03 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 04 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
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25 November 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 03 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 04 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





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25 November 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**M A D A M:**

Please be informed that the following meetings of the NTA Governing Board has been re-scheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 03 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 04 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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 

*Masaganang Agrikultura, Maunlad na Ekonomiya*





28 November 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been rescheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 16 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 17 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





Republic of the Philippines  
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28 November 2024

**Director GERRY VIRGILIO V. GUZMAN**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been rescheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 16 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 17 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





Republic of the Philippines  
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11/F The Upper Class Tower, Block S-139, Quezon Avenue corner  
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Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / Website: <http://nta.da.gov.ph>  
**ISO 9001: 2015 QMS CERTIFIED**



28 November 2024

**Director RAY A. ELAYDO**  
Tobacco Manufacturing Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

Please be informed that the following meetings of the NTA Governing Board has been rescheduled, to wit:

- |                                 |   |
|---------------------------------|---|
| 1. 16 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 17 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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





28 November 2024

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

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

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Please be informed that the following meetings of the NTA Governing Board has been rescheduled, to wit:

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| 1. 16 December 2024 at 9:00 AM  | Joint Committee Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<br>Quezon Avenue, Quezon City           |
| 2. 17 December 2024 at 10:00 AM | 181 <sup>st</sup> Regular Meeting<br>NTA Board Room,<br>11 <sup>th</sup> Floor Upper Class Tower,<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







28 November 2024

**Director WILLORD L. REYES**  
Tobacco Farmers Sector  
Office of the NTA Governing Board  
11<sup>th</sup> Floor, Upper Class Tower, Quezon Ave., Quezon City

**Re: New Schedule of Joint Committee Meeting and Regular Board Meeting**

**S I R:**

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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





28 November 2024

**Hon. DEOGRACIAS VICTOR B. SAVELLANO**

Department of Agriculture Undersecretary  
Alternate Chairman Designate/NTA Oversight Official  
Elliptical Road, Diliman,  
Quezon City

**Re: New Schedule of Regular Board Meeting**

**S I R:**

Please be informed that the following meeting of the NTA Governing Board originally scheduled for 04 December 2024 has been re- scheduled, to wit:

17 December 2024 at 10:00 AM

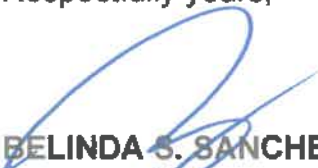

181<sup>st</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

The concerned Member 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 





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**NATIONAL TOBACCO ADMINISTRATION**  
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28 November 2024

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

**Re: New Schedule of Regular Board Meeting**

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17 December 2024 at 10:00 AM

181<sup>st</sup> Regular Meeting  
NTA Board Room,  
11<sup>th</sup> Floor Upper Class Tower,  
Quezon Avenue, Quezon City

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Vice-Chairperson, NTA Governing Board





Republic of the Philippines  
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28 November 2024

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

**Re: New Schedule of Regular Board Meeting**

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17 December 2024 at 10:00 AM

181st Regular Meeting  
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Vice-Chairperson, NTA Governing Board

