NATIONAL ADMINISTRATIVE REGISTER · MARCH 16, 1992

RULES AND REGULATIONS GOVERNING IMPLEMENTATION OF REPUBLIC ACT NO. 7171

NTA, March 16, 1992

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Pursuant to the provisions of Republic Act No. 7171, the following rules and regulations governing the implementation of the herein specific provision quoted as follows:

> "Section 3. x x x Provided, further, that the Department of Budget and Management (DBM) shall each year determine the beneficiary provinces and their computed share of the funds under this Act, referring to the National Tobacco Administration (NTA) records of tobacco, acceptances, at the Tobacco Trading Centers for the immediate past year."
>
> shall be enforced.

1. The National Tobacco Administration (NTA) shall issue a Certification of Tobacco Acceptances at the Trading Centers registered and operated/ing within the Province;

2. As basis for such Certification, all Trading Centers/Wholesale Tobacco Dealers/Redrying Plants/Principal Buyers and Tobacco Middlemen operating within the Province shall register with NTA, as provided by its Rules and Regulations in accordance with E.O. 245;

3. Purchase Books shall be installed in all Trading Centers indicating therein the source of the tobacco, address of Farmer/Middlemen, grades and volume of the tobacco delivered. Entries therein shall be chronologically entered. Since these Purchases Books are already being installed and maintained in all Trading Centers under NTA Rules and Regulations, emphasis must be addressed on the source of tobacco (e.g. Candon, Ilocos Sur; Bacnotan, La Union) and source documents of entries/recordings like PIVs must likewise clearly indicate the source/origin of the tobacco accepted by that Trading Center;

4. NTA personnel deployed in all Trading Centers shall strictly observe proper recording in the Purchase Books and duly supported by PIVs/Temporary Invoice/Bale Tags, if any;

5. Provincial Branch Manager and TPROs shall coordinate with the Marketing Department in the monitoring, recording and enforcement of NTA Trading Rules and Regulations and in the consolidation, documentation of trading reports;

6. Based on documents/reports/source documents, Marketing Department (MDRD) shall enter all consolidated reports in individual Books of Tobacco Purchases by province;

7. MDRD shall prepare a format for the “Certification” and order the same in printed form as pre-numbered;

8. Certification of Tobacco Acceptances in printed form shall be originally prepared by the Marketing Department and countersigned by the Deputy Administrator for Operations (DAOP) and finally submitted to the NTA Administrator for his signature/approval/disapproval;

9. Upon signature by the NTA Administrator of the NTA Certificate of Tobacco Acceptances, the same shall be

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forwarded to the Records Division, Administrative Department, for release/delivery to the Department of Budget and Management (DBM) and the Certificate Stub shall be returned to the Marketing Department for safe keeping and recording; and

10. Partial Certification of partial tobacco acceptances shall be prepared by MDRD, if required or requested by Authorities concerned.

For strict compliance.

Adopted: 16 Mar. 1992

(SGD.) ILDEFONSO F. CAFUGAUAN
Deputy Administrator for Operations

(SGD.) EDILBERTO V. CARIASO
Administrator

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