



MEMORANDUM ORDER NO. 2022-13

CONVERSION OF EIGHT (8) POSITIONS IN THE NATIONAL TOBACCO AUTHORITY (NTA)

WHEREAS, the Department of Budget and Management (DBM) approved the organizational structure and staffing pattern (OSSP) of NTA in a letter dated 22 March 2007;

WHEREAS, the Governance Commission for GOCCs (GCG), through Memorandum Order No. 2018-09 dated 22 October 2018, approved the restructuring of the NTA's Internal Audit Department;

WHEREAS, the National Tobacco Administration (NTA) requested approval to retitle eight (8) Administrative Officer III positions to Administrative Officer V to align it with Civil Service Commission (CSC) Resolution and the Department of Budget and Management (DBM) issuances, to facilitate the publication and filling-up of said positions;

WHEREAS, the DBM Budget Circular (B.C.) No. 2022-2 issued an updated Index of Occupational Services, Occupational Groups, Classes and Salary Grades, including the Administrative Officer V position under the General Administrative Service;

WHEREAS, the NTA confirmed that all of the Administrative Officer III positions are currently vacant;

WHEREAS, under DBM B.C. No. 2018-3, "[r]eclassification shall not apply to vacant regular positions which necessitate changes in their position titles for being under any of the instances cited in Item 4.2 of [the] Circular. Instead, *the conversion of positions shall be effected, i.e., the items shall be abolished and in their stead, the appropriate positions shall be created.*"

WHEREAS, the Governance Commission for GOCCs (GCG) pursuant to Republic Act (R.A.) No. 10149 is mandated to "evaluate and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized... [and] implement [the restructuring] *unless otherwise directed by the President.*"

WHEREAS, the GCG determined that it is in the best interest of the State and the public to convert the positions mentioned hereunder, in accordance with the existing government policies;

NOW, Be it –

RESOLVED, the **CONVERSION** of the following positions in NTA is hereby **APPROVED**:

Branch Office	From		To		Item No.	Count
	Existing Position Title	SG	New Position Title	SG*		
Ilocos Norte - Batac	Administrative Officer III	18	Administrative Officer V	18	86	1
Ilocos Sur - Candon	Administrative Officer III	18	Administrative Officer V	18	100	1
Ilocos Sur – Vigan	Administrative Officer III	18	Administrative Officer V	18	114	1
Abra – Bangued	Administrative Officer III	18	Administrative Officer V	18	128	1
La Union – San Fernando	Administrative Officer III	18	Administrative Officer V	18	142	1
Pangasinan	Administrative Officer III	18	Administrative Officer V	18	157	1
Ilagan Isabela	Administrative Officer III	18	Administrative Officer V	18	171	1
Cagayan - Tuguegarao	Administrative Officer III	18	Administrative Officer V	18	184	1
					TOTAL	8

RESOLVED FURTHER, the foregoing is **SUBJECT TO THE FOLLOWING CONDITIONS**:

- a. Implementation of the conversion shall have no added Personal Service (PS) Cost to NTA;
- b. NTA shall prepare an updated staffing pattern (SP) signed by the Administrator to be submitted to GCG within fifteen (15) working days upon receipt of the Memorandum Order; and
- c. The pertinent budgetary, accounting, auditing, civil service and other applicable laws, rules and regulations shall be complied with.

DONE, this 28th day of June 2022.

Very truly yours,

SAMUEL G. DAGPIN, JR.
Chairman

JAYPEE O. ABESAMIS
*OIC-Commissioner**

MARITES C. DORAL
Commissioner

* By virtue of Memorandum from the Executive Secretary dated 21 March 2022.