



Camella Lipa Homeowners' Association, Inc.

Brgy. Tibig, Lipa City Batangas • HLURB Reg. No. 15447 • TIN No. 420-931-299-000

Official Website: <https://camellalipahoa.com> • Contact No.: +639171364374 •

Email: hoaofficial@camellalipahoa.com

BOARD RESOLUTION NO. 2025-08

**RESOLUTION TO APPROVED THE EMPLOYEE PERFORMANCE EVALUATION POLICY FOR
PROBATIONARY AND REGULAR EMPLOYEES**

WHEREAS, in the special meeting of the Board of Directors last February 28, 2025 of Camella Lipa Homeowners Association Inc., where a quorum was present and acted upon all throughout, the following proposals were made;

WHEREAS, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approve the employee performance evaluation policy for probationary and regular employees;

WHEREAS, the Board of Directors recognizes the importance of evaluating employee performance to ensure efficiency, productivity, and alignment with the association's goals;

WHEREAS, the Board of Directors aims to implement a structured performance evaluation system for both probationary and regular employees;

WHEREAS, the following policies on employee evaluation be implemented:

I. Probationary Employee Evaluation

1. All probationary employees shall undergo a performance evaluation before being considered for regularization.
2. The evaluation shall be conducted using the official Probationary Employee Evaluation Form (attached).
3. The employee must meet the following criteria to qualify for regularization:
Average Grade:
 - 1 – Fail; the employee will automatically vacate the position upon advice.
 - 2- Fail, employee will have 1 month notice.
 - 3 – The employee will receive a 3-month probationary extension with an opportunity to improve.
 - 4 – The employee will be regularized automatically.
 - 5 – The employee will be regularized automatically with an incentive bonus.
4. A minimum of four (4) Board of Directors shall participate in the evaluation process.
5. The evaluation shall also include input from one (1) Committee Chairperson and a self-evaluation by the employee.
6. The evaluation process must be completed before the end of the employee's probationary contract.

II. Regular Employee Bi-Annual Performance Evaluation

1. All regular employees shall undergo a bi-annual performance evaluation.
2. The evaluation shall be conducted at the discretion of the Board of Directors, ensuring two assessments per year, spaced 5 to 6 months apart.
3. The same Employee Evaluation Form used for probationary employees shall be utilized.

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4. The evaluation criteria for regular employees are as follows:

Average Grade:

- 1 & 2 – Fail; the employee will be laid off with a 30-day notice.
- 3 – The employee will be subject to re-evaluation after 3 months.
- 4 – The employee passes.
- 5 – The employee passes with an incentive bonus.

5. Bonuses shall be given at the end of the year, based on the average grade of the two performance assessments.

RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approved the employee performance evaluation policy for probationary and regular employees.

SIGNED this 01 MAR 2025 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

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Auditor

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