



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 – 59

**A RESOLUTION TO APPOINT THE FINANCE OFFICER AS AUTHORIZED REPRESENTATIVE
TO THE BUREAU OF INTERNAL REVENUE (BIR)**

WHEREAS, the Camella Lipa Homeowners Association, Inc. (the "Association") is a duly organized homeowners' association governed by its By-Laws, Rules and Regulations, and other governing documents adopted by the Board of Directors;

WHEREAS, the Board of Directors of Camella Lipa Homeowners' Association, Inc. convened in a face-to-face meeting on November 15, 2025, with a quorum present and acting throughout, and duly considered the following matters, among others, to appoint the Finance Officer, Ms. Rizell Joy U. Fortus, as authorized representative to the Bureau of Internal Revenue (BIR);

WHEREAS, the association recognizes the need to appoint a duly authorized representative who shall handle all BIR-related requirements, submissions, and procedures on behalf of the association;

WHEREAS, the Board of Directors finds it proper and necessary to designate the Finance Officer, Ms. Rizell Joy U. Fortus, as the association's authorized representative to the Bureau of Internal Revenue (BIR) to ensure the efficient processing, compliance, and handling of all tax-related transactions, and to perform any and all acts necessary and required by the BIR;

WHEREAS, this resolution shall remain valid until amended, revoked, or superseded by subsequent Board action;

NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors hereby approves the appointment the Finance Officer, Ms. Rizell Joy U. Fortus, as authorized representative to the Bureau of Internal Revenue (BIR)

15 NOV 2025

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

CHRISTOPHER LLOYD O. CASTILLO
President

MARIDEL D. CRUZ
Vice-President

JOSELITO E. MAGO
Secretary

MAY ANN F. QUELA
Auditor

MARIA RIZZA F. CATIMBANG
Treasurer

RODERICK N. MALABANAN
PRO

NAME	GOVERNMENT ID	NUMBER	EXPIRY
Christopher Lloyd O. Castillo			
Joselito E. Mago			
Maria Rizza F. Catimbang			
Maridel D. Cruz			
May Ann F. Quela			
Roderick N. Malabanan			
Doc. No. <u>389</u>			
Page No. <u>77</u>			
Book No. <u>93</u>			
Series of 2025			

ATTY. NAZARENE CESAR E. MATIRA

Notarial Commission No. 2025-0001

Until December 31, 2026

PTR No. 6641362 - 01/02/25 - Lipa City

IBP No. 478264 - 11/21/2024 - Pasig City

MCL EXEMPTION NO. VIII-NP004802/04-14-2028

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