



BOARD RESOLUTION NO. 2025-20

RESOLUTION TO UPDATE THE AUTHORIZED SIGNATORIES TO THE SOCIAL SECURITY SYSTEM (SSS), PHILIPPINE HEALTH INSURANCE CORPORATION (PHILHEALTH), AND PAG-IBIG FUND, AND TO APPOINT THE FINANCE OFFICER, MS. RIZELL JOY U. FORTUS, TO PROCESS THE MANDATORY CONTRIBUTIONS OF CLHOAI STAFF

WHEREAS, in the virtual meeting of the Board of Directors last April 10, 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 approves the updating of the authorized signatories for all transactions with the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund and appoints the finance officer, Ms. Rizell Joy U. Fortus, to process the mandatory contributions of CLHOAI staff;

WHEREAS, it is a legal obligation of the Association, as an employer, to ensure the timely and accurate remittance of all mandatory government contributions for its employees, including contributions to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund;

WHEREAS, there is a need to update the records of authorized signatories with the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund, in view of changes in the composition of the Board and management;

WHEREAS, the Association likewise recognizes the importance of designating a responsible officer to facilitate the processing and remittance of all mandatory employee contributions to the aforementioned government agencies;

WHEREAS, Ms. Rizell Joy U. Fortus is hereby appointed and authorized to process, manage, and facilitate all documentation and remittances related to the mandatory government contributions of CLHOAI staff to the SSS, PhilHealth, and Pag-IBIG Fund;

WHEREAS, that the officers of the Association are authorized to sign, submit, and execute all necessary documents and forms required to implement this resolution and ensure compliance with government requirements;

WHEREAS, that the following individuals are hereby designated as the new authorized signatories to represent CLHOAI in all official transactions with the above-mentioned agencies:

- Christopher Lloyd O. Castillo, President
- Maridel D. Cruz, Vice-President
- Maria Rizza F. Catimbang, Treasurer
- Joselito E. Mago, Secretary
- Rizell Joy U. Fortus, CLHOAI Finance Officer

Board Resolution No. 2025-20

CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

Page 1 of 2

CONTACT US:

****BILLING CONCERN** – Email: camellalipahoa@yahoo.com.ph; camellahoa2021@gmail.com; ****ENGINEER CONCERN** – Email: camhoa.engineer421@gmail.com
FB Messenger: Camella Lipa Hoai • FB Page: Camella Lipa Homeowner's Association, Inc.-Official



Camella Lipa Homeowners' Association, Inc.

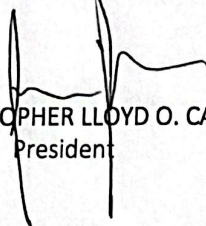
Brgy. Tibig, Lipa City Batangas • HLURB Reg. No. 15447 • TIN No. 420-931-299-000

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

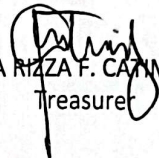
Email: hoaoofficial@camellalipahoa.com

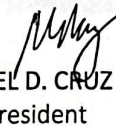
RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approves the updating of the authorized signatories for all transactions with the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Pag-IBIG Fund and appoints the finance officer, Ms. Rizell Joy U. Fortus, to process the mandatory contributions of CLHOAI staff.

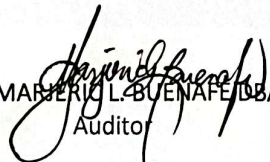
SIGNED this -APR -1 4 2025 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

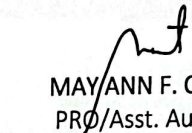

CHRISTOPHER LLOYD O. CASTILLO
President


JOSELITO E. MAGO
Secretary


MARIA RIZZA F. CATIMBANG
Treasurer


MARIDEL D. CRUZ
Vice-President


MARJERI L. BUENAFE DBA
Auditor


MAY ANN F. QUELA
PRO/Asst. Auditor


RODERICK N. MALABANAN
PRO

NAME	GOVERNMENT ID	NUMBER	EXPIRY
Christopher Lloyd O. Castillo	_____	_____	_____
Joselito E. Mago	_____	_____	_____
Maria Rizza F. Catimbang	_____	_____	_____
Maridel D. Cruz	_____	_____	_____
Marjeri L. Buenafe DBA	_____	_____	_____
May Ann F. Quela	_____	_____	_____
Roderick N. Malaban	_____	_____	_____

Doc. No. 291
Page No. 59
Book No. 86
Series of 2025


ATTY. NAZARIO CESAR E. MATIRA
Notarial Commission No. 2025-001 PUBLIC
Until December 31, 2026
PTR No. 6641362 - 01/02/25 - Lipa City
IBP No. 478264 - 11/21/2024 - Pasig City
Roll No 26502 / Tin No. 138-612-469-000
MCLE EXEMPTION NO. VIII-NP004802 / 04-14-2028

Board Resolution No. 2025-20
CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

Page 2 of 2

CONTACT US:

**BILLING CONCERN - Email: camellalipahoa@yahoo.com.ph; camellahoa2021@gmail.com; **ENGINEER CONCERN - Email: camhoa.engineer421@gmail.com
FB Messenger: Camella Lipa Hoai • FB Page: Camella Lipa Homeowner's Association, Inc.-Official