



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 – 65

A RESOLUTION APPROVING AND IMPLEMENTING THE EMPLOYEE HANDBOOK

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 the 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, among others, approving and implementing the employee handbook;

WHEREAS, the Board has reviewed the proposed Employee Handbook and determined that its provisions are compliant with applicable laws, aligned with organizational objectives, and essential for promoting order, efficiency, and fair employee relations;

WHEREAS, HOA office is hereby authorized and directed to distribute the Employee Handbook to all employees, secure acknowledgment of receipt, and ensure compliance with its policies and procedures;

WHEREAS, the Employee Handbook shall take effect immediately and shall remain in force unless amended or superseded by subsequent Board action;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 and adopts the Employee Handbook in its entirety.

SIGNED this 24 NOV 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

MAY ANN F. QUELA
Auditor

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. _____
Page No. _____
Book No. _____
Series of 2025

NOTARY PUBLIC

Board Resolution No. 2025-65

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FB Messenger: Camella Lipa Hoai • FB Page: Camella Lipa Homeowner's Association, Inc.-Official