

**BOARD RESOLUTION No. 2021-013**  
**Budget for the Financial Assistance of an Administrative Assistant**

**WHEREAS**, the South Forbes Tokyo Mansions Homeowners Association, Inc. is tasked with the proper administration and maintenance of its facilities; This should include the welfare and to act in compassion to all assigned workers who are in dire need especially during unforeseen and emergency situations beyond their control.


**WHEREAS**, the assigned Administrative Assistant, Ms. Jocelyn P. Buhay, directly responsible for the proper Administration of SFTMHOAI, a very good worker and is an invaluable asset to the Association. Ms. Jocelyn Buhay was hospitalized and currently staying in her home( due no hospital care available) is suffering from an acute respiratory distress (severe pneumonia). At the same time, her sister had also just passed away from same illness (Covid 19 –Suspect). Ms. Buhay is in need of urgent medical intervention which will require a substantial financial amount.


**WHEREAS**, the Association' Maintenance Committee and Board Members recognizes that giving compassionate assistance to assigned workers who performs well in their assigned duties and continue to make an impact with respect to the daily operations and upkeep of the village, will make a difference and help exude goodness within the community, and intuitively, more productive workers benefiting both the assigned workers and the Association respectively;

**FURTHERMORE**, The Board have emergency approved of Covid-testing procedures for Ms. Eunice Villacruz(Admin Assistant) and Mr. Nelson Penana( Maintenance Supervisor) as precautionary measures to ensure the safety of our Committees and Homeowners.

**NOW THEREFORE BE IT RESOLVED THAT**, the Board, by unanimous consent of those in signatures, hereby approved a "Financial Assistance" in the amount of Php 10,000.00 Pesos for Ms. Jocelyn P. Buhay, Admin Assistant, SFTMHOAI.

Adopted this 26th day of August 2021, at the Tokyo Mansions South Forbes Golf City, Barangay Inchican, Silang, Cavite, Philippines.

  
Arnel Orias  
President/Chairman

  
Julian Dayric  
Corp Sec/ Director

  
Gary Lagat  
Vice President/Vice Chairman

  
Nestor Remigio  
Treasurer/Director

  
Vic Anthony Navarro  
Director