



MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612
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EXECUTIVE ORDER NO. 003, S. 2022

CONSTITUTING THE AD HOC SCREENING COMMITTEE FOR THE PHILIPPINE NATIONAL POLICE (PNP) RECRUITMENT PROGRAM OF THE MUNICIPALITY OF ASINGAN, PANGASINAN

WHEREAS, the DILG-National Police Commission (NAPOLCOM) issued Memorandum Circular No. 2007-009 prescribing the procedures and guidelines for the recruitment, selection, and appointment of PNP Uniformed Personnel;

WHEREAS, Section IV (C.2) of the said Memorandum Circular provides that an Ad Hoc Body shall be established in the municipal level to screen, evaluate, and recommend qualified PNP applicants;

WHEREAS, Memorandum Circular No. 2011-007 issued by the DILG-NAPOLCOM amended the previous issuance in order for the Mayor to fully exercise his authority under the law which provides that the Mayor shall recommend from the list of eligible personnel previously screened by the peace and order council the appointment of new members of the PNP to be assigned to their respective cities or municipalities and for the inclusion of women representative from non-government organizations;

WHEREAS, there is a necessity to organize an Ad Hoc Committee in the municipality to ensure the entry of highly-qualified individuals into the police service and to strengthen the human resource capability of the PNP;

NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Local Chief Executive of the Municipality of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me by law, do hereby order the Constitution of the Ad Hoc Screening Committee for the PNP Recruitment Program of the Municipality of Asingan, Pangasinan.

SECTION 1. COMPOSITION. The Ad Hoc Screening Committee shall be composed of the following:

Chairperson	:	Hon. CARLOS F. LOPEZ, JR. – <i>Municipal Mayor</i>
Vice Chairperson	:	Hon. HEIDEE L. GANIGAN-CHUA – <i>Municipal Vice-Mayor</i>
Members	:	CATHERINE D. VELASQUEZ – <i>MLGOO</i> JOSE S. VENENCIANO – <i>APPSTA President (Academe)</i> BETTY V. RAFANAN – <i>CNCAPCC (CSO Representative)</i>
Secretariat	:	PMAJ NAPOLEON M. ELECCION, JR. – <i>PNP Chief Asingan</i> Administrative Officers of the Asingan MPS

SECTION 2. FUNCTIONS OF THE AD HOC COMMITTEE. The Ad Hoc Committee shall perform the duties as provided for under Section IV (C) of MC No. 2007-09:

- Conduct widest dissemination of vacancies in the Philippine National Police in the municipality;
- Conduct an initial screening and preliminary interview of individual applicants based on the qualifications and standards set by the PNP; and
- Recommend to the Local Chief Executive list of qualified applicants initially screened and interviewed by the Committee for endorsement to the PNP.

SECTION 3. FUNCTIONS OF THE SECRETARIAT. The Secretariat shall perform administrative functions such as but not limited to the following:

- Update the Committee on vacancies being opened by the Philippine National Police or other matters that concerns the Committee;
- Disseminate vacancies in the PNP upon instruction of the Committee through the Chairperson;
- Prepare and disseminate notices of meeting and minutes of the meetings of the Committee;



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- d) Encode resolutions, recommendations, and correspondences of the Committee and officially transmit the same to the concerned offices;
- e) Keep official records and documents of the Committee and make it available to Committee members and others requesting such; and
- f) Perform other duties as may be assigned by the Committee.

SECTION 4. MEETINGS AND QUORUM. The Ad Hoc Screening Committee shall meet as the need arises or as often as may be necessary. The Chairperson shall call and preside over the meeting. In the absence of the Chairperson, the Vice Chairperson shall assume the function his/her function.

A quorum is necessary for a meeting to ensue. A quorum shall mean the presence of a majority of the members of the Committee.

SECTION 5. EFFECTIVITY

This order shall take effect immediately.

DONE this 11th day of January 2022 in the Municipality of Asingan, Pangasinan.

Engr. CARLOS F. LOPEZ, JR.
Municipal Mayor