



Administrative Order No. 12-12  
Series of 2012

**AMENDMENT OF ADMINISTRATIVE ORDER NO.12-11, S. 2012 PURSUANT TO NAPOLCOM MEMORANDUM CIRCULAR NO. 2011-007 AMENDING THE COMPOSITION OF THE AD HOC BODY WHICH SHALL CONDUCT THE INITIAL SCREENING OF POLICE APPLICANTS AND THE DOCUMENTARY REQUIREMENTS**

**WHEREAS**, the Benguet Police Provincial Office recently sent the Itogon Municipal Police Station an official communication informing the latter of a NAPOLCOM Memorandum Circular amending the composition of the Ad Hoc PO1 Screening Committee/body for police applicants;

**WHEREAS**, there as now a need for this Municipality to amend its earlier composition of the said Ad Hoc Committee to conform to the provisions of NAPOLCOM Memorandum Circular No. 2011-007;

**NOW THEREFORE, I, OSCAR MAINGPES CAMANTILES, Municipal Mayor of Itogon**, by virtue of the powers and authority vested in me by law, hereby direct and order the composition of the Municipal Ad Hoc PO1 Screening Committee as follows:

CHAIRMAN : **HON. OSCAR M. CAMANTILES**

MEMBERS : MS. MARLEEN M. GUERZON - *mg* 4-12-12  
DILG-MLGOO

: MS. MARIE CAROLINE L. VERANO  
POC Member

: ROSITA M. BARGASO  
NGO Member

: PCI FERNANDO S. BOTANGEN  
Chief of Police

*RCUP BY: PBI GUAY LD*  
*4-11-2012*

The Chief of Police shall serve as the Secretariat for the screening process. He shall publish the list of applicants in public places to encourage the public to report any information relative to the worthiness of the applicant to become law enforcer in their community.

It will be the duty of the Committee to convene and conduct the screening and preliminary interview of individual applicants in order to:

- (1) Determine their real residency status;
- (2) Determine completeness of the documents required in accordance with the amendments;
- (3) Establish whether or not the applicant meets the age, height, weight, education and eligibility requirements;
- (4) Determine the potential and worthiness of the applicant to be appointed as law enforcer; and
- (5) Assess the applicant's personal appearance and communication skills.

The screening at the municipal level shall be completed in seven (7) working days from commencement thereof. The list of qualifiers/recommendees shall be submitted within two (2) working days from completion of the screening process to the PNP Regional Director (RD), copy furnished the Provincial Director (PD). The number of applicants to be submitted to the RD shall be equivalent to Two Hundred percent (200%) of the municipal quota.

Issued this 10<sup>th</sup> day of April 2012 at Itogon, Benguet.



**OSCAR MAINGPES CAMANTILES**  
Municipal Mayor

- All Concerned
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