



**EXECUTIVE ORDER NO. 26**  
Series of 2024

**REORGANIZING THE AD HOC MUNICIPAL SCREENING COMMITTEE FOR THE RECRUITMENT PROGRAM OF PHILIPPINE NATIONAL POLICE OF THE MUNICIPALITY OF ITOGON.**

**WHEREAS**, section 14 of Republic Act 6975, as amended by Republic Act 8551, provides that the National Police Commission shall exercise administrative control and operational supervision over the Philippine National Police;

**WHEREAS**, pursuant to its powers and functions granted by the aforementioned law, the National Police Commission issued NAPOLCOM Memorandum Circular No. 2007-009, prescribing guidelines and procedures for the recruitment, selection and appointment of Patrolman/Patrolwoman in the PNP;

**WHEREAS**, NAPOLCOM MC No. 2007-009 also directs the creation of an Ad Hoc Body at the municipal level composed of four members to be headed by the Municipal Vice Mayor, with the Chief of Police as Secretariat, but was later amended by NAPOLCOM MC No. 2021-001, designating the Municipal Mayor as Chairman of the Ad Hoc Body and the Deputy Chief of Police or the Municipal Police Administrative Officer as Secretariat thereof;

**WHEREAS**, item C(2)(b) of the aforementioned NAPOLCOM Memorandum Circulars provide that the Municipal Mayor, as Chair of the Municipal Peace and Order Council, shall create the Ad Hoc body upon receipt of the recruitment quota;

**NOW THEREFORE**, by virtue of the powers vested in me as Municipal Mayor and Chairman of the Municipal Peace and Order Council of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby reorganize the Ad Hoc Municipal Screening Committee of the Municipality of Itogon, to wit:

**Section 1. Composition:** The composition of the Ad Hoc Municipal Screening Committee shall be as follows:

CHAIRMAN:	HON. BERNARD S. WACLIN Municipal Mayor
MEMBERS:	ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT S.B. Member, Com. Chair on Peace and Order MS. JULIE C, MALIG MLGOO MR. JONATHAN G. SADEY, Ph.D. PSDS, Itogon I, MAC and MPOC Member P/MAJ. MAC KENLEY A. MAYOMIS Chief of Police, IMPS

*Provided however*, that the Municipal Vice Mayor, HON. DANTE ALAIN XAVIER D. GODIO shall act as Ad Hoc Committee Chairman in the absence of the Municipal Mayor.

**Section 2. Functions.** The Ad Hoc Committee shall perform the following functions:

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1. Conduct the widest dissemination of vacancies in the Philippine National Police in the municipality;
2. Shall convene to conduct an initial screening and preliminary interview of individual applicants based on the qualifications and standards set by the PNP and in order to:
  - a. Determine the applicant's real residency status;
  - b. Determine the completeness of the documents submitted;
  - c. Establish whether or not the applicant meets the age, height, weight, education, and eligibility requirements;
  - d. Determine the potential and worthiness of the applicant to be appointed as law enforcer; and
  - e. Assess the applicant's personal appearance and communication ability.
3. Recommend to the Local Chief Executive the list of qualified applicants initially screened and interviewed by the committee for endorsement to the PNP.

**Section 3. Secretariat.** There is also hereby created a Secretariat of the Ad Hoc Committee to be headed by the Deputy Chief of Police of IMPS who shall be assisted by personnel from the PNP and from the Office of the Municipal Mayor to be designated by the Chief of Police and the Local Chief Executive, respectively.

**Section 4. Functions of the Secretariat.**

1. Consolidate and submit all application folders to the Ad Hoc Committee for screening and preliminary interview;
2. Publish the list of applicants in at least five (5) conspicuous places and through local media, if any, or through social media platforms to encourage the public to report any information relative to the worthiness of the applicant to become law enforcer in the community;
3. Update the Committee on vacancies being opened by the Philippine National Police or other matters that concern the committee;
4. Disseminate vacancies in the PNP upon instruction of the committee through its Chairperson;
5. Prepare and disseminate notices of meetings and minutes of meetings of the committee;
6. Encode resolutions, recommendations and correspondences of the committee and officially transmit the same to concerned offices;
7. Keep official records and documents of the committee and make them available to committee members and others requesting such; and
8. Perform other duties as may be assigned by the committee.

**Section 5. Repealing Clause.** All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed accordingly.

**Section 6. Effectivity.** This Order shall take effect immediately.

**DONE** this 16<sup>th</sup> day of October, 2024 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:  
-All concerned  
-file