



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 15 Series of 2022

AN ORDER ORGANIZING THE AD HOC MUNICIPAL SCREENING COMMITTEE FOR THE PHILIPPINE NATIONAL POLICE (PNP) RECRUITMENT PROGRAM OF THE MUNICIPALITY OF KAPALONG, PROVINCE OF DAVAO DEL NORTE

WHEREAS, Memorandum Circular No. 2007-009 dated 27 September 2007 issued by the Department of the Interior and Local Government – National Police Commission prescribing the procedures and guidelines for the recruitment, selection and appointment of PNP Uniformed Personnel;

WHEREAS, Section IV of the aforementioned Memorandum Circular provides for an Ad Hoc Committee to be established at the municipal level to screen, evaluate and recommend qualified PNP applicants;

WHEREAS, pursuant to Memorandum Circular No. 2011-007 dated 06 May 2011 issued by the Department of the Interior and Local Government – National Police Commission amending the composition of the Ad Hoc Body;

NOW THEREFORE, I, MARIA THERESA R. TIMBOL, Municipal Mayor of this town, by virtue of the powers vested in me by law, do hereby order the organization of Ad Hoc Committee for the Philippine National Police (PNP) Recruitment Program of the Municipality of Kapalong, Province of Davao del Norte as follows:

Section 1. *Composition*

Chairperson	HON. EDGARDO L. TIMBOL Municipal Vice Mayor
Vice Chairperson	MR. KIM LESTER V. CHAN Municipal Local Government Operations Officer
Members	HON. JONATHAN P. PINEDA SR. SB Member/Chairperson, Committee on Peace and Order/Public Safety
	MR. MARLON G. EBRADO District Supervisor – East District

2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org

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PASTORA DULCE AMOR VISCAYA
MRP

Head Secretariat

PMAJ RAUL M LUCAS
Chief of Police, Kapalong Police Station

Secretariat

PSMS CHARLIE R LAGUA
Admin PNCO, Kapalong Police Station

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

- 2.1 Conduct the widest dissemination of vacancies in the Philippine National Police in the municipality;
- 2.2 Conduct an initial screening and preliminary interview of individual applicants based on the qualifications and standards set by the PNP; and
- 2.3 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. Functions of the Secretariat. The Secretariat shall perform administrative functions such as but not limited to the following:

- 3.1 Update the Committee on vacancies being opened by the Philippine National Police or other matters that concern the committee;
- 3.2 Disseminate vacancies in the PNP upon instruction of the committee through its Chairperson;
- 3.3 Prepare and disseminate notices of meetings and minutes of meetings of the committee;
- 3.4 Encode resolutions, recommendations and correspondences of the committee and officially transmit the same to concerned offices;
- 3.5 Keep official records and documents of the committee and make them available to committee members and others requesting such; and
- 3.6 Perform other duties as may be assigned by the committee.

Section 3. Meetings, quorum and other guidelines. The Ad Hoc Municipal 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 of the Chairperson.

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



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Section 4. Effectivity. This Executive Order shall take effect immediately upon signing hereof and shall remain in full force unless revoked or amended.

Signed this 24th day of August, 2022 at 2nd Floor, Executive Building, LGU Compound, Maniki, Kapalong, Davao del Norte, Philippines.

MARIA THERESA R. TIMBOL
Municipal Mayor

/aggg



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