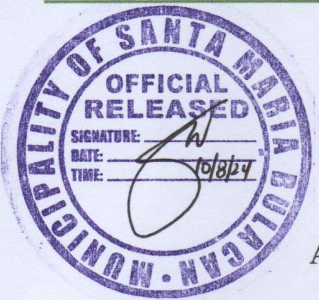




Republic of the Philippines
Province of Bulacan

MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR



EXECUTIVE ORDER NO. 051 – 2024

**AN ORDER CREATING THE AD HOC MUNICIPAL SCREENING
COMMITTEE FOR THE PNP RECRUITMENT PROGRAM IN THE
MUNICIPALITY OF SANTA MARIA BULACAN**

WHEREAS, the Local Government Code of 1991 (Republic Act No. 7160) empowers the municipal government to promote peace and order, which includes the recruitment and selection of police personnel;

WHEREAS, NAPOLCOM Memorandum Circular No. 2021-001, issued on April 8, 2021, prescribes the guidelines and procedures for the recruitment, selection, and appointment of Patrolman/Patrolwoman, which the Committee shall adhere to in its operations;

WHEREAS, Section IV.2 of the aforementioned NAPOLCOM memorandum circular provides that a screening committee be established at the municipal level to screen, evaluate, and recommend qualified PNP applicants;

WHEREAS, it is essential to establish a local screening committee that will facilitate the recruitment process and ensure that only qualified candidates are considered for the PNP recruitment program;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by virtue of the powers vested in me by law, do hereby order the creation of the Ad Hoc Municipal Screening Committee for the PNP Recruitment Program in the Municipality of Santa Maria, Bulacan.

SECTION 1. COMPOSITION. The Ad Hoc Municipal Screening Committee for PNP Recruitment Program shall be composed of the following:

CHAIRPERSON : BARTOLOME R. RAMOS
Municipal Mayor

MEMBERS : JAYFIE P. NASARRO
Local Government Operations Officer VI

ESPERANZA G. RAMOS
SB Chairman, Committee on Peace, Public Order
and Public Safety

MARINA C. VIRGILIO
Konsehong Pambayan Para sa Kababaihan
(KPK) Santa Maria, Bulacan, Inc.
Women Representative (NGO)



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PLTCOL. VOLTAIRE C. RIVERA
Chief of Police, PNP Santa Maria

SECRETARY : **PCPT CAEZAR A. MIRANDA**
Deputy Chief of Police

SECTION 2. DUTIES AND RESPONSIBILITIES. The Ad Hoc Municipal Screening Committee for PNP Recruitment Program shall perform the following duties and responsibilities:

1. The screening and evaluation process at the municipal level shall commence ten (10) working days after the publication of the recruitment quota, in accordance with the required waiting period.
2. The Ad Hoc Committee shall convene to conduct the initial screening and preliminary interview of applicants, focusing on the following key areas:
 - a. Confirm the applicant's legitimate residency status to ensure compliance with local recruitment requirements.
 - b. Ensure that all required documents are submitted and complete for the evaluation process.
 - c. Verify the applicant's compliance with the following mandatory criteria:
 - Confirm that the applicant meets the required age limits.
 - Ensure that the applicant meets the prescribed height and weight standards.
 - Verify that the applicant's educational qualifications align with recruitment guidelines.
 - Confirm the applicant's eligibility through the required certifications or civil service eligibility documents.
 - d. Evaluate the applicant's character, potential, and overall suitability for appointment as a law enforcement officer.
 - e. Assess the applicant's grooming, personal appearance, and conversational ability, which are critical attributes for law enforcement personnel.
3. The entire screening process at the municipal level must be completed within seven (7) working days to ensure timely recruitment and avoid delays.
4. Upon completion of the screening, the list of recommended applicants shall be submitted to the Chairman of the Ad Hoc Committee within two (2) working days. The Chairman shall then endorse the list to the PNP Regional



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Director, with copies furnished to the PNP Provincial Director or District Director, as appropriate.

SECTION 3. SECRETARIAT. The Deputy Chief of Police shall serve as the Secretariat for the Ad Hoc Screening Committee for the PNP Recruitment Program and shall be responsible for providing administrative and logistical support, as well as for preparing meeting agendas and documentation.

SECTION 4. MEETINGS. The Ad Hoc Municipal Screening Committee for the PNP Recruitment Program shall convene as needed or as frequently as required to effectively carry out its responsibilities. A quorum must be present for the meeting to proceed.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately upon its approval.

DONE this 8th day of October, 2024, in the Municipality of Santa Maria, Bulacan, Philippines.


BARTOLOME R. RAMOS
Municipal Mayor

