



**ADMINISTRATIVE ORDER  
No. 021-2016**

**AN ADMINISTRATIVE ORDER REORGANIZING THE ADHOC MUNICIPAL SCREENING COMMITTEE FOR THE PHILIPPINE NATIONAL POLICE (PNP) RECRUITMENT PROGRAM OF THE MUNICIPALITY OF LA TRINIDAD, PROVINCE OF BENGUET.**

**WHEREAS**, Memorandum Circular No. 2007-009 was issued by the Department of 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 said Memorandum Circular provides that a Screening Committee be established in the municipal level to screen, evaluate, and recommend qualified PNP applicants;

**WHEREAS**, there is also a need to update the members of the Municipal Screening Committee to conform to the newly prescribed composition of the committee as stated in MC No. 2007-009;

**NOW THEREFORE, I, EDNA C. TABANDA**, duly elected Municipal Mayor of La Trinidad, Benguet, do hereby reorganize the Municipal Screening Committee for the Philippine National Police Recruitment Program of the Municipality of La Trinidad, Province of Benguet as follows :

**Section 1. COMPOSITION.** The Ad Hoc Municipal Screening Committee shall be composed of the following:

CHAIRPERSON	:	HON. ROMEO K. SALDA, Municipal Vice Mayor
VICE CHAIRPERSON:		MS. MARLEEN GUERZON, MLGOO
MEMBERS	:	PCI RADINO S. BELLY, COP, LTMPs DR. ESTHER RIVERA, Coord. Principal, DepEd- LT District

**SECRETARIAT**

Head Secretariat	:	PCI RADINO S. BELLY, COP, LTMPs
Members	:	SPO4 CHIONA G. BUGNAY

**Section 2. FUNCTIONS OF THE COMMITTEE.** The Committee shall perform the following functions:

- a. Conduct widest dissemination of vacancies in the Philippine National Police in the municipality;



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OFFICE OF THE MUNICIPAL MAYOR

- b. Conduct an initial screening and preliminary interview of individual applicants based on the qualifications and standards set by the PNP;
- c. 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:


- a. Update the Committee on vacancies being opened by the Philippine National Police or other matters that concerns the committee;
- b. Disseminate vacancies in the PNP upon instruction of the committee through its Chairman;
- c. Prepare and disseminate notices of meeting and minutes of meetings of the committee;
- d. Encode resolutions, recommendations, and correspondences of the committee and officially transmit the same to concerned offices;
- e. Keep official records and documents of the committee and make it available to committee members and others requesting such;
- f. Performs other duties as may be assigned by the committee.

**Section 4. MEETINGS, QUORUM and OTHER GUIDELINES.** The Municipal Screening Committee shall meet as the need arises or as often as may be necessary. The Chairman shall call and preside over the meeting. In the absence of the Chairman, the Vice Chairman 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 the members of the committee.

**Section 5. EFFECTIVITY.** This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 7<sup>th</sup> day of June, 2016 at La Trinidad, Benguet.

  
**EDNA C. TABANDA**  
Municipal Mayor

Copy furnished:

- The Provincial Governor, Benguet Province
- The Sangguniang Bayan, LTB
- The DILG through the MLGOO
- La Trinidad Municipal Police Station
- file