

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati City

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 AS PROVIDED FOR UNDER MEMORANDUM CIRCULAR NO. 2007-009

WHEREAS, the Commission has issued Memorandum Circular No. 2007-009 prescribing the procedures and guidelines in the recruitment, selection and appointment of PO1 that would ensure the entry of highly qualified individuals into the police service and to strengthen the human resource capability of the PNP;

WHEREAS, Section IV (C)(2) thereof provides for the composition of the ad hoc body which shall conduct initial screening of police applicants, as follows:

- a. Vice Mayor;
- b. DILG CLGOO/MLGOO;
- c. POC member from the academe; and
- d. City Director/Chief of Police.

WHEREAS, item no. 3 of the same section enumerated the documentary requirements to be submitted by police applicants, to wit:

- a. Duly accomplished CSC Form 212;
- b. Birth Certificate authenticated by the NSO;
- c. Report of Rating of Eligibility authenticated by the issuing authority;
- d. Two (2) pieces 2"x2" black and white picture indicating applicant's name;
- e. Transcript of Scholastic Records and Diploma duly authenticated by the school registrar;
- f. Clearances from the Barangay, Local Police Station, RTC/MTC and NBI; and
- g. Medical certificate issued by the local health officer.

WHEREAS, there is a need to amend the composition of the said ad hoc body in order for the Mayor to fully exercise his authority under the law which provides that the Mayor shall recommend from a list of eligibles previously screened by the peace and order council the appointment of new members of the PNP to be assigned to their respective cities or municipalities and for the inclusion of a woman representative from the non-government organization;

WHEREAS, there is also a need to amend the required documents to be submitted by police applicants to include Identification Cards and Certificate of Good Moral Character issued by the applicant's college/university;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate to administer and control the PNP, **HAS RESOLVED TO AMEND , AS IT HEREBY AMENDS**, the composition of the Ad Hoc Body which shall conduct the initial screening of police applicants and the documentary requirements as provided for under Section IV (C) of Memorandum Circular No. 2007-009, to read as follows:

"C. Recruitment and Selection Process at the City or Municipal Level (For Attrition Quota only)

1. X x x.
2. Upon receipt of the recruitment quota, **the Mayor as chair of the local POC shall head an Ad Hoc Body** composed of four (4) members, namely:
 - a.. DILG CLGOO/MLGOO;
 - b. POC member;
 - c. **A woman member of a non-government organization (NGO);**
and
 - d. City Director/Chief of Police.

The Deputy City Director/Deputy Chief of Police or the PNP City/Municipal Police Station Administrative Officer shall serve as the Secretariat for this activity. He shall publish the list of applicants in at least five (5) public places and through the local media, if any, to encourage the public to report any information relative to the worthiness of the applicant to become a law enforcer in their community.

3. Applicants shall submit to the City Director/Chief of Police their application folders. In case the applications for police appointment are being filed in other PNP Offices, the applicants shall be advised to submit their papers to the concerned City Director or Chief of Police. The application folder shall contain the following mandatory documents:
 - a. Duly accomplished CSC Form 212;
 - b. Birth Certificate authenticated by the NSO;
 - c. Report of Rating of Eligibility authenticated by the issuing authority;
 - d. Two (2) pieces 2"x2" black and white picture indicating applicant's name;
 - e. Transcript of Scholastic Records and Diploma duly authenticated by the school registrar;
 - f. Clearances from the Barangay, Local Police Station, RTC/MTC and NBI;
 - g. Medical certificate issued by the local health officer;
 - h. **Copy of 2 valid IDs with picture, signature and address: and**
 - i. **Certificate of Good Moral Character issued by the applicant's college/university.**

4. X x x.

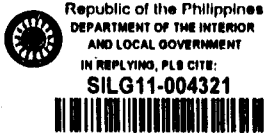
5. X x x.

6. X x x."

All memorandum circulars or issuances or any part thereof which are inconsistent with this Memorandum Circular are repealed or amended accordingly.

This Memorandum Circular shall take effect after fifteen (15) days from its publication in at least two (2) newspapers of general circulation.

ADOPTED this 6th day of MAY, 2011 at Makati City, Metro Manila, Philippines.



Jesse M. Robredo
JESSE M. ROBREDO
Chairman

Eduardo U. Escueta
EDUARDO U. ESCUETA
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Attested by:

Adelmalyne A. Munieza
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