



EXECUTIVE ORDER NO. 39

Series of 2025

**AN ORDER FOR ACTIVATION OF AD HOC COMMITTEE
WHICH SHALL CONDUCT THE INITIAL SCREENING OF
POLICE APPLICANTS AND THE EVALUATION OF
DOCUMENTARY REQUIREMENTS AS PROVIDED FOR
UNDER THE NATIONAL POLICE COMMISSION
MEMORANDUM CIRCULAR NO. 2011-007**

WHEREAS, the National Police Commission (NAPOLCOM) has issued a Memorandum Circular no. 2007-009 prescribing the procedures and guidelines in the recruitment, selection and appointment of Patrolman/Patrolwoman that would ensure the entry of highly qualified individuals into the police service and to strengthen the human resource capability of the PNP.

WHEREAS, on April 8, 2021, the NAPOLCOM issued Memorandum Circular 2021-001 entitled "Prescribing the Guidelines and Procedures for the Recruitment, Selection and Appointment of Patrolman/Patrolwoman";

WHEREAS, on October 1, 2025 the NAPOLCOM issued a Resolution No. 2025-0580 entitled "Granting the Chief, PNP the authority to recruit Six Thousand Five Hundred and Eighty -Nine (6,589) attrition quota for Patrolman/Patrolwoman for Calendar Year (CY) 2025 Recruitment Program", wherein PRO3 was allocated a total quota of Five Hundred Fifty (550);

WHEREAS, on October 9, 2025 a Memorandum was issued by The Director for Personnel and Records Management (TDPRM) with subject Recruitment and Selection Process for CY 2025 Patrolman/Patrolwoman Attrition Quota;

WHEREAS, pursuant to the National Police Commission Memorandum Circular No. 2011-007, the composition of the Ad hoc Body in Section IV (C)(2) Section of Memorandum Circular No. 2007-009 is amended in order for the Mayor to be included in the body 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 a need to activate an Ad hoc Body which shall convene to conduct an initial screening and preliminary interview of individual applicants to determine their residency status; completeness of the documents submitted; establish whether the applicant meets the age, height, weight, education, and eligibility requirements; determine his/her potential and worthiness to be appointed as law enforcer; and personal appearance and conversational ability;

NOW THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor, by virtue of the powers vested in me by law, do hereby order the following, to wit:

SECTION 1. COMPOSITION

The Ad hoc Body shall be composed of:





Republic of the Philippines
MUNICIPALITY OF CONCEPCION
Province of Tarlac



OFFICE OF THE MUNICIPAL MAYOR

BAGONG PILIPINAS

CHAIRPERSON

NOEL L. VILLANUEVA

Municipal Mayor

MEMBERS

HON. RAMON D. MANUCUDUC, JR.

SB Chairperson, Committee on
Peace and Order, Public Safety
and Security

PLTCOL. PHILIP F. ANTANG
ROWENA S. ANGELES
CARMELITA C. SUAREZ

Chief of Police, Concepcion PNP
MLGOO
Women's Sector Representative
(NGO)

SECRETARIAT:

PCPT BENEDICTO L. UGALDE

Head Secretariat

SECTION 2. FUNCTIONS OF THE COUNCIL

The body is created and constituted pursuant to this Executive order and shall conduct the initial screening of police applicants and the evaluation of documentary requirements submitted.

SECTION 3. REPEALING CLAUSE

Any orders/memoranda or part thereof in conflict herewith are hereby deemed repealed and/or modified accordingly.

SECTION 4. EFFECTIVITY

This Executive Order takes effect immediately.

Done this 20th day of October 2025 at Concepcion, Tarlac.

HON. NOEL L. VILLANUEVA
Municipal Mayor

