



PATROLMAN/PATROLWOMAN RECRUITMENT PROCESS FLOW-CHART



PRE-ASSESSMENT:

After the applicant has completed the process, he/she will receive an email reflecting therein some information regarding his/her application like APPLICATION NUMBER, QR CODE, CYCLE AND SELECTED UNIT.

NOTE:

- *All data must be accurate. Once registered, the data shall not be altered anymore.
- *The identity of the applicants and the accuracy of the application shall be verified by the Recruitment Officer upon the applicant's scheduled reporting/appointment.
- *Strictly NO walk-in applicants. "No online application, no processing."
- *Applicants shall be updated via email, SMS or news updates/posts on the website/Facebook page of RRSU CALABARZON.



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ONLINE RECRUITMENT APPLICATION STEPS:

a. Initial screening by email address

The applicant needs to enter a valid email address to proceed. He/She will then receive an email with a link and access code to proceed. The applicant needs to enter his/her access code and date of birth.

b. Fill-up the following information:

- b.1. Personal background**
- b.2. Family Background Information**
- b.3. Educational Background**
- b.4. Clearances of Uploading of Documents**
- b.5. Selection of Unit/Cluster and Confirmation**
- b.6. Confirmation Email after Completion of the Online Application**



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- STEP 1** Ready your **PERSONAL E-MAIL**
(All matters will be coursed through your personal email.)
- STEP 2** Prepare your **SCANNED DOCUMENTARY REQUIREMENTS** in PDF format
(It is required to upload the documents in the system.)
- STEP 3** Access the **PNP ONLINE RECRUITMENT SYSTEM** through the given link which will be posted on the PRO 4A website/Facebook page of RRSU CALABARZON.
(The link is only available if there is an active recruitment.)
- STEP 4** **ONLINE RECRUITMENT APPLICATION**
When there is an active recruitment cycle, the following are the steps to be completed by the applicant:



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- STEP 5** **INITIAL SCREENING**
Applicants will be required to appear before the Recruitment Officer on the scheduled appointment and bring **PHOTOCOPIES** of the following documents to evaluate the accuracy of information submitted online:
- | | |
|--------------------------------------|--------------------------------------|
| a. PSA Birth Certificate | g. TIN, PhilHealth, PAG-IBIG Numbers |
| b. PSA Marriage Certificate (if any) | h. Blood Type |
| c. TOR, Diploma and GWA | |
| d. Certificate of Eligibility | |
| e. Height/Age Waiver (if any) | |
| f. Valid IDs and 2x2 picture | |

*Original Copy or Certified Copy, as the case may be, of your documents are still required to be submitted.



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STEP 6 SCREENING PROPER:

- a. Initial Height/Weight Measurement/BMI, Ishihara Test, Visual Acuity Test/Eye Test, ENT
- b. Psychological and Psychiatric Examination
- c. Complete Background Investigation (CBI)
- d. Physical, Medical and Dental Examination
- e. Drug Test
- f. Physical Agility Test
- g. Final Committee Interview
- h. Final Committee Deliberation

STEP 7 Ten-days Quarantine and RT-PCR Test

STEP 8 Preparation for Oath-Taking

STEP 9 Oath-Taking



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*Before the scheduled Oath Taking, successful PNP candidates are required to submit five (5) folders containing their **AUTHENTICATED Documentary Requirements** for submission to NAPOLCOM 4A, RMD-DPRM, RMS-RPRMD, Civil Service Commission and RRSU 4A.

*All documents must be authenticated by the issuing office.