

**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
BOARD OF FOREIGN SERVICE EXAMINATIONS**

**A N N O U N C E M E N T**

The Department of Foreign Affairs Board of Foreign Service Examinations (BFSE) announces the holding of the **2021 FOREIGN SERVICE OFFICER (FSO) EXAMINATIONS** to recruit candidates for appointment to the position of Foreign Service Officer, Class IV.

The FSO Examinations will test the examinees on their knowledge of the economic, political, and social conditions of the Philippines, facility in oral and written communications, and skills essential to the performance of the duties of a Foreign Service Officer.

Passers of the FSO Examination will be appointed as Foreign Service Officers, who must be willing and able to accept foreign or domestic assignments that the Department will require of them.

Applicants to the FSO Examination are advised to check their eligibility and ensure that they meet all the requirements. No exemptions from the requirements shall be considered. Applicants who are found not eligible or have submitted incomplete application forms and requirements shall not be allowed to take the FSO Examination and their admission fees shall be forfeited.

**DUTIES OF A FOREIGN SERVICE OFFICER**

The duties of a Foreign Service Officer include but are not limited to the following: gathering information, analyzing, and reporting on political, economic, technological, cultural, and other developments; drafting diplomatic notes and correspondences; preparing briefing papers and other policy papers for the Department and other government agencies; assisting in the conduct of international conferences; managing foreign service staff personnel; disseminating information; working with other government agencies and private groups and individuals in promoting Philippine interests abroad; undertaking negotiations; assisting Filipinos abroad and protecting their rights; promoting Philippine culture; facilitating the flow of trade, foreign investments, and tourism to the Philippines; performing consular functions; and representing the Philippines in various international fora.

**FSO EXAMINATION**

The FSO Examination is composed of five (5) parts:

- (1) Qualifying Test;
- (2) Preliminary Interview;
- (3) Written Test;
- (4) Psychological Test;
- (5) Oral Test.

**I. Qualifying Test – 22 August 2021 (Sunday)**

The Qualifying Test will have the following components: (1) Verbal Ability; (2) Analytical Ability; (3) Numerical Ability; and (4) Managerial Ability.

The Qualifying Test will be held at testing centers in Bacolod City, Baguio City, Cagayan de Oro City, Cebu City, Davao City, Iloilo City, General Santos City, Legazpi City, Lucena City, Metro Manila, San Fernando City (La Union), City of San Fernando

(Pampanga), Tacloban City, Tuguegarao City, and Zamboanga City. **The BFSE reserves the right to modify this list.**

The Candidate must obtain a mark of at least 80% in the Qualifying Test (passing grade) in order to qualify for the Preliminary Interview.

## **II. Preliminary Interview – Date to be announced**

The Preliminary Interview will be held after the results of the Qualifying Test are determined. Candidates will be interviewed by a Panel to evaluate their potential for becoming Foreign Service Officers.

The Preliminary Interview will be held in Metro Manila.

Candidates must obtain an overall rating of “Pass” from the Panel to qualify for the Written Test.

## **III. Written Test – Date to be announced**

The Written Test covers the following six subjects with the corresponding weights:

1. English	20%
2. Filipino	5%
3. Philippine Political, Economic, Social and Cultural Conditions – Philippine history, culture, foreign policy, geography, government, development issues and goals	30%
4. International Affairs - Theory and practice of international economics and trade, international politics, international law and treaties	30%
5. World History	10%
6. Foreign Language – The examinee to choose from any of the following: Arabic, Bahasa Indonesia, Chinese, French, German, Japanese, or Spanish	5%

The Written Test will be conducted in the Department of Foreign Affairs, Pasay City.

Candidates must obtain at least a mark of 75% in the entire Written Test in order to qualify for the Psychological Test.

## **IV. Psychological Test – Date to be Announced**

The Psychological Test will be held in Metro Manila after the results of the Written Test are determined.

Candidates must pass the Psychological Test in order to qualify for the Oral Test.

## **V. Oral Test – Date to be Announced**

The Oral Test will be held in Metro Manila after the results of the Psychological Test are determined. The Oral Test will assess the Candidate’s oral skills, logical thinking, values, attitude and other behavioral indicators . Previous records, experiences, and conduct of examinees will also be considered in determining the Candidate's fitness and aptitude for foreign service work.

Candidates who obtain a transmuted score of at least 80% will be deemed to have passed the Oral Test.

## Overall score in the FSO Examination

A Candidate must obtain a rating of at least 80% in the composite score of the FSO Examination Written Test and Oral Test in order to pass the FSO examination.

Applicants must pass the five (5) components of the FSO Examination in order to be considered eligible for appointment to the position of Foreign Service Officer, Class IV. A Candidate who passes the FSO Examination Qualifying Test shall not be allowed to defer any succeeding component of the FSO Examination. Moreover, an applicant who fails to show up for or does not take the succeeding components of the FSO Examination as scheduled shall be deemed to have failed the entire FSO Examination.

## QUALIFICATIONS AND REQUIREMENTS

Applicants must meet the following requirements:

1. **Citizenship** – An Applicant must be a Filipino citizen. (Note: Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSO Examinations and have more than one citizenship shall subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce their oath of allegiance to any other country, prior to assumption of office.)
2. **Education** – An Applicant must be a graduate of a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements (by 3 June 2021 if submitting to the DFA Main Office; by 27 May 2021 if submitting to a DFA Consular Office, Philippine Embassy, or Philippine Consulate-General) and must be able to present when required the transcript of records and either the diploma, certificate of graduation, or its equivalent, from a college or university of recognized standing.
3. **Work Experience or Further Studies** – Applicants must possess at least two (2) years experience of employment or further studies or a combination of both, after graduating from college or university.

## HOW TO APPLY

1. Fill out the FSO Examination application form (**to be printed on 8 ½ in. x 13 in. or legal size paper**) This form can be downloaded from the DFA website ([www.dfa.gov.ph](http://www.dfa.gov.ph)) or obtained from the DFA Main Office, the DFA Consular Offices (COs), or Philippine Embassies, Consulates, and Missions abroad.
2. Download and accomplish Civil Service Form No. 100 (**to be printed on 8 ½ in. x 13 in. or legal size paper**) from the CSC website: (<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/174-csform100-revised-2016.html>) The CSC form shall serve as your admission to take the CSE-FSOE Qualifying Test.
3. Submit the accomplished forms above to any of the following offices:

DFA Offices	Submission Period
● BFSE Secretariat 2 <sup>nd</sup> Floor, DFA Main Building 2330 Roxas Blvd., Pasay City	03 May 2021 to 03 June 2021 (until 5:00 pm only)
● Consular Offices within and Outside Metro Manila	03 May 2021 to 27 May 2021 (until 5:00 p.m. only local time)

<ul style="list-style-type: none"> <li>Philippine Embassy and Philippine Consulate-General or Philippine Mission abroad</li> </ul>	
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***Applications shall not be accepted beyond these deadlines.***

4. Attach the following documents to the completed application form (***with the originals to be presented when required***):

- a. Photocopy of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended **graduate** school should submit a copy of the transcript of records certified as true copy by the said school, **in addition** to the college or university records. Transcript of records obtained from a foreign school should be **certified as a true copy by the foreign school**, with the English translation, and duly **authenticated** by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located;
- b. Photocopy of diploma or certificate of graduation from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended graduate school shall submit a copy of the diploma or certificate of graduation certified as true copy by said school, in addition to the college diploma. Any diploma or certificate of graduation obtained from a foreign school should be **certified as a true copy by the foreign school**, with the English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located;
- c. Proof of past and present employment and further studies, if any;
- d. Photocopy of birth certificate issued by the Philippine Statistics Authority (PSA)
  - For Filipinos born abroad: Report of Birth at Post may be submitted in case no birth record is available at the PSA. The Report of Birth should be duly authenticated by the issuing Post. A certification of non-availability of birth certificate from the PSA should be submitted along with the Report of Birth.
  - For Filipino citizens with dual or multiple citizenships: a notarized affidavit stating that, upon passing the examination, the applicant intends to renounce his/her oath of allegiance to his/her other countries of citizenship. He/she must also submit a notarized affidavit stating that he/she is a permanent resident of the Philippines.
- e. For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicants must secure from the Secretary of Foreign Affairs, through the BFSE, authority to take the FSO Examinations.
- f. Seven (7) colored photographs: 4.5cm x 3.5cm; with white background; taken within three (3) months prior to filing of application; printed on good-quality photo paper; in standard close-up shot; showing the full frontal view of the face of the applicant without make-up; **with the applicant's full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and extension name** (if any) and **signature over printed name** (For photograph details, please refer to CSC webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

- g. Copies of two (2) valid identification cards (IDs).

**Applications with incomplete documentary requirements shall not be accepted.** A non-refundable admission fee of **five hundred pesos (P500.00)** shall be collected once the application form and supporting documents are inspected and accepted by the concerned DFA office.

#### **LOCATIONS OF DFA OFFICES**

- DFA Main Office: Board of Foreign Service Examinations, 2nd Floor, Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City ° Tel. (02) 834-3080/ 3083 ° Email: bfse@dfa.gov.ph
- DFA NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 570-3230 ° Fax (02) 570-3231 ° Email: dfancreast@dfa.gov.ph
- DFA NCR-Central Office: Level 1, Lingkod Pinoy Center, Robinsons Galleria, Quezon City °  
Tel (02) 631-0806 ° Fax (02) 631-0700 ° Email: dfancrcentral@dfa.gov.ph
- DFA NCR-West: 5/F, SM City Manila, Natividad Almeda-Lopez St. (formerly Concepcion St), Manila ° Tel (02) 536-9994 ° Fax (02) 536-9995 ° Email: dfancrwest@dfa.gov.ph
- DFA NCR-South: 4/F, Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa City ° Tel (02) 551-1051 ° Fax (02) 550-2697 ° Email: dfancrsouth@dfa.gov.ph
- DFA NCR-Northeast: Ali Mall Government Center, 2/F Ali Mall Cubao, Quezon City ° Tel (02) 293-0105 ° Email: dfancrneast@dfa.gov.ph
- DFA NCR-North: Level 3, 1 Lingkod Pinoy Center, Robinson's Place, Quirino Highway, Novaliches, Quezon City ° Tel (02) (02)3727902 ° Email: dfancrnorth@yahoo.com
- DFA Consular Office (CO) in Angeles: 3/F, MarQueen Mall, Pulung Maragul, Angeles City ° Tel. (045) 304-0193 ° Email: dfaclarksatellite@yahoo.com
- DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 434-4412675 ° Fax (034) 435-6358 ° Email: bacolod.rco@dfa.gov.ph; rcobacolod@gmail.com
- DFA CO Baguio: Upper Basement, SM City Baguio, Luneta Hill, Baguio City ° Tel (074) 422-2258, (074) 422 -1465 ° Fax (074) 442-2255 ° Email: rco\_baguio@yahoo.com; baguio.rco@dfa.gov.ph
- DFA CO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 342-7822 ° Fax (085) 342-5700 ° Email: butuan.rco@dfa.gov.ph; dfabutuan@yahoo.com
- DFA CO Cagayan de Oro: 3/F Centrio Mall, cor. Corrales and Recto Sts., Brgy. 24, Cagayan de Oro City ° Tel. (088) 858-6565, (088) 857-2175 ° Fax (088) 857-2175 ° Email: cdo.rco@dfa.gov.ph; rco.cdo@gmail.com
- DFA RCO Calasiao : 2/F Robinsons Place-Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan 2418 ° Tel. (075) 632-7705, 632-7932 ° Fax (075) 632-7892 ° Email: rco calasiao@yahoo.com
- DFA CO Cebu: 4<sup>th</sup> Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City ° Tel. (032) 520-5898, 520-6193 ° Fax (032) 520-6550 ° Email: dfacebu@yahoo.com; cebu.rco@dfa.gov.ph, dfacebu@dfa.gov

- DFA CO Cotabato: People's Palace, City Hall, Cotabato City ° Tel. (064) 421-3495, 421-3878 ° Fax (064) 421-3495 ° Email: rcocotabato@yahoo.com
- DFA CO Davao: 3/F, SM City Davao, Quimpo Blvd., Ecoland, Brgy. Malina, Davao City ° Tel. (082) 285-4885, 285-1900 ° Fax (082) 285-1727, 2851552, ° Email: mindanao@dfa.gov.ph; davao.rco@dfa.gov.ph
- DFA RCO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200° Tel. (035) 532-0024; (035) 532-0019 ° Fax ° Email: rcodumaguete@gmail.com
- DFA CO General Santos: GF Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel. (083) 553-8380, 826-9089 ° Fax (083) 554-2742 ° Email: rco.gsc@gmail.com; generalsantos.rco@dfa.gov.ph
- DFA CO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 337-8017, (02) 335-0221 ° Fax (033) 335-0221 ° Email: Iloilo.rco@dfa.gov.ph
- DFA CO La Union: Pasado Building, Pagdalagan Norte, San Fernando, La Union ° Tel (072) 607-6487, 607-6510 ° Fax (072) 607-6491 ° Email: dfa\_launion@yahoo.com; launion.rco@dfa.gov.ph
- DFA CO Legazpi: 3/F Pacific Mall-Legazpi, F. Imperial St., cor. Circumferential Rd., Brgy. Capantawan, Landco Business Park, Legazpi City ° Tel. (052) 480-3000, 820-3396 ° Fax (052) 480-1773 ° Email: dfa.legazpi@yahoo.com; legaspi.rco@dfa.gov.ph
- DFA CO Lipa: 2/F Robinson Place, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Fax (043) 722-0590 ° Email : dfa.rco.batangas@gmail.com; batangas.rco@dfa.gov.ph
- DFA CO Lucena: 3/F, Pacific Mall Lucena, M.L. Tagarao St.,Barangay III, Lucena City ° Tel. (042) 710-4526, 373-1119 ° Fax (042) 373-1898 ° Email lucena.rco@dfa.gov.ph; dfarcolucena@gmail.com
- DFA CO Pampanga: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tels. (045) 636-0007, 636-0009 ° Fax No. (045) 636-0010 ° Email: rcopampanga@yahoo.com; pampanga.rco@dfa.gov.ph
- DFA CO Puerto Princesa: 2/F Robinsons Place Palawan, National Highway, Barangay San Manuel, Puerto Princesa City ° Tel. (048) 434-1773 ° Email: dfarcopprincesa@gmail.com; puertoprincipesa.rco@dfa.gov.ph
- DFA CO Tacloban: Leyte SMED Center, Capitol Site, Sn. Enage, Tacloban City ° Tel. (053) 321-8233, (053) 523-0080 ° Fax (053) 321-8237 ° Email : dfa\_tac@yahoo.com; tacloban.rco@dfa.gov.ph
- DFA CO Tuguegarao: Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley ° Tel (078) 846-4813, 846-1482 ° Fax (078) 846-2310 ° Email: dfa.tuguegarao@yahoo.com
- DFA CO Zamboanga: Go-Velayo Building, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398, (062) 991-2202 ° Fax (062) 991-7958 ° Email: rcozambo@yahoo.com; rcozamboanga@yahoo.com

**Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
BOARD OF FOREIGN SERVICE EXAMINATIONS**

**APPLICATION FOR THE 2021 FOREIGN SERVICE OFFICER EXAMINATIONS**

**INSTRUCTIONS:**

1. All questions must be answered fully in the applicant's own handwriting in "**BLACK INK PEN**", with all blanks filled-in. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, please write N/A. **PLEASE WRITE LEGIBLY.**
2. The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
3. If more space is needed for the answers to some questions, the applicant may use a clean sheet of **8 ½ in. x 13 in. (long bond) paper**. Follow the same format as in the application form and number the answers accordingly.
4. The completed and notarized application form should be submitted as follows:
  - For those submitting their documents to the BFSE Secretariat, DFA Main Office, Manila: one (1) duly filled out **NOTARIZED APPLICATION FORM** with attachments;
  - For those submitting their documents to a DFA Consular Office or to a Philippine Embassies/Consulates:
    - a. one (1) duly accomplished **NOTARIZED APPLICATION FORM** with attachments and
    - b. one (1) photocopy of the complete set of documents.
5. Application forms shall be filled out by the applicants and submitted in person not later than **03 June 2021 until 5:00 PM only, local time** at any Consular Office or Philippine Embassy or Consulate abroad, and not later than **27 May 2021 until 5:00 p.m. only** at the DFA Main Office. **Applications shall no longer be accepted beyond the set deadlines.**
6. Incomplete application forms shall not be accepted.
7. Any false, misleading, or fraudulent statements knowingly made by the applicant shall be sufficient cause for the cancellation of his/her test papers, removal from office if already appointed, and prosecution for perjury.
8. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.

Colored with white  
background  
photograph  
(4.5 cm x 3.5 cm)

**NOTE:** The Career Service Examination for Foreign Service Officer (CSE-FSO) shall serve as the Foreign Service Officer Examination – Qualifying Test and shall be conducted in collaboration with the Civil Service Commission (CSC). Those who pass the CSE-FSO shall be conferred the Career Foreign Service Officer Eligibility by the CSC and shall qualify for the next phase of the FSO Examination.

1. Name: \_\_\_\_\_  
*Surname*                      *First Name*                      *Middle Name*                      *Name Extension (Jr/Sr/II)*
2. Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Citizenship(s): \_\_\_\_\_ Religion: \_\_\_\_\_
3. Civil Status: \_\_\_\_\_  
If Married, name of spouse: \_\_\_\_\_  
*Surname*                      *First Name*                      *Middle Name*  
Citizenship(s) of spouse: \_\_\_\_\_
  - In case of a Muslim, please enumerate name and citizenships of all spouses (Use a separate sheet if necessary)
  - In case of a foreigner spouse, the application will be brought to the attention of the Secretary of Foreign Affairs, for approval. Additional documentary requirements may be required from the applicant.
4. Home address: \_\_\_\_\_  
\_\_\_\_\_  
Period of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Office address: \_\_\_\_\_  
\_\_\_\_\_  
Office telephone number: \_\_\_\_\_

5. Educational attainment: *(Use a separate sheet if necessary)*

Degree/s Received	College/University	Inclusive Dates

6. Present Employment: *(Use a separate sheet if necessary)*    Government    Private    None

Agency/Office	Position/Job Title	Length of Experience in Present Employment	Status of Employment

7. Previous Employment: *(Use a separate sheet if necessary)*

Agency/Office	Address	Position/Job Title	Length of Experience in Present Job/Position	Reason for Leaving

8. Civil Service / Board / Bar / Other Government Examinations Passed *(Use a separate sheet if necessary)*

Name of Examination	Rating	Date of Examination	Place of Examination

9. Character References: Give the names of three (3) Filipino citizens of good standing who can vouch for your good moral character (exclude relatives).

NAME	ADDRESS/TELEPHONE OR MOBILE NO.	OCCUPATION

10. Have you ever been accused of, indicted, or tried, for violation of any law, ordinance, or regulation, before any court, military or police tribunal, or other similar authority?    Yes    No

If yes, give the date of the complaint or indictment and state fully the nature of the offense. A certified copy of the order or decision of the court or tribunal shall be submitted with this application.

\_\_\_\_\_

\_\_\_\_\_

11. In case you pass the Foreign Service Officer Examinations, are you able to assume your position within one (1) year after you have been notified of your appointment as FSO IV by the President of the Philippines, and do you agree that refusal or failure to do so within the specified period shall result in the dropping of your name from the roster of eligible applicants?

Yes    No

12. In case you are appointed as a Foreign Service Officer, are you willing and able to accept assignment to any post where your services may be required?    Yes    No

13. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, shall you subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce your allegiance to all other countries?    Yes    No    Not Applicable

14. Have you taken the Foreign Service Officer Examinations before?    Yes    No

If yes, state how many times you have taken the following FSO component examinations and the dates of those examinations. (Use a separate sheet if necessary)

1. Qualifying Test \_\_\_\_\_
2. Preliminary Interview \_\_\_\_\_
3. Written Test \_\_\_\_\_
4. Psychological Test \_\_\_\_\_
5. Oral Test \_\_\_\_\_

15. **Foreign Language Test. Please check the foreign language for which you wish to take the proficiency test.**

- Arabic                       Bahasa Indonesia                       Chinese                       French  
 German                       Japanese                       Spanish



16. Please check the testing center where you intend to take the Qualifying Test.

NOTE: If the intended testing area is outside Metro Manila, kindly indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice, in case only a few applicants choose that area. BFSE shall notify the applicant as soon as the testing areas are finalized.

- |  |   |   |
|--|---|---|
| <input type="radio"/> Bacolod City         | <input type="radio"/> General Santos City | <input type="radio"/> Puerto Princesa City          |
| <input type="radio"/> Baguio City          | <input type="radio"/> Iloilo City         | <input type="radio"/> Tacloban City                 |
| <input type="radio"/> Cagayan de Oro City  | <input type="radio"/> Lipa City           | <input type="radio"/> Tuguegarao City               |
| <input type="radio"/> Calasiao, Pangasinan | <input type="radio"/> Legazpi City        | <input type="radio"/> San Fernando City, La Union   |
| <input type="radio"/> Cebu City            | <input type="radio"/> Lucena City         | <input type="radio"/> City of Sn Fernando, Pampanga |
| <input type="radio"/> Davao City           | <input type="radio"/> Metro Manila        | <input type="radio"/> Zamboanga City                |

17. From where/whom did you first learn about the 2020 Foreign Service Officer (FSO) Examinations? Please put a check mark on the space beside all applicable answer/s.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> DFA website                                  | <input type="checkbox"/> DFA employees                 | <input type="checkbox"/> Newspaper advertisement/s    |
| <input type="checkbox"/> CSC/PIA or other official Government website | <input type="checkbox"/> Friends/relatives             | <input type="checkbox"/> I have taken the exam before |
| <input type="checkbox"/> Blogs/unofficial websites                    | <input type="checkbox"/> Others (please specify) _____ |   |

18. What is your main reason/motivation for taking the FSO Examination? Please put a check mark on the space beside your corresponding answer. If you have more than 1 answer, rank them from 1-5 with 1 as the main reason.

- |  |  |
|--|--|
| <input type="checkbox"/> Pursue a career in the government | <input type="checkbox"/> Academic background/training                  |
| <input type="checkbox"/> Opportunity to work overseas      | <input type="checkbox"/> Explore opportunities for professional growth |
| <input type="checkbox"/> Others (please specify) : _____   |  |

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I understand that the BFSE reserves the right not to conduct the Qualifying Test in any of the above-mentioned testing centers, depending on the number of qualified examinees thereat.

I hereby agree to pay a non-refundable admission fee of ₱500.00 upon acceptance of my application.

**I hereby attach the following documents/requirements as integral parts of this application (with the originals to be presented upon submission):**

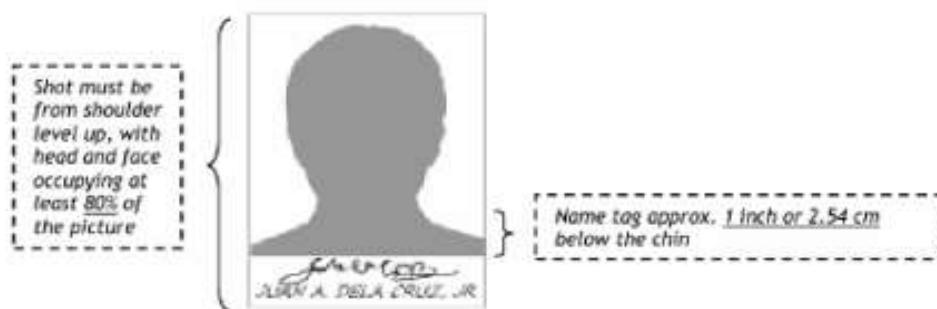
- Download and fill out Civil Service Form No. 100 (**to be printed on 8 ½ in. x 13 in. or legal size paper**) from the CSC website: (<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/174-csform100-revised-2016.html>) The CSC form shall serve as your admission to take the CSE-FSOE Qualifying Test.
- Photocopy of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended **graduate** school should submit a copy of the transcript of records certified as true copy by the said school, **in addition** to the college or university records. Transcript of records obtained from a foreign school should be **certified as a true copy by the foreign school**, with the English translation, and duly **authenticated** by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located;
- Photocopy of diploma or certificate of graduation from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended graduate school shall submit a copy of the diploma or certificate of graduation certified as true copy by said school, in addition to the college diploma. Any diploma or certificate of graduation obtained from a foreign school should be **certified as a true copy by the foreign school**, with the English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located;
- Proof of past and present employment and further studies, if any;

- Photocopy of birth certificate issued by the Philippine Statistics Authority

For Filipinos born abroad: Report of Birth at Post may be submitted in case no birth record is available at the PSA. The Report of Birth should be duly authenticated by the issuing Post. A certification of non-availability of birth certificate from the PSA should be submitted along with the Report of Birth.

- For a Filipino citizen with dual or multiple citizenships: a notarized affidavit stating that, upon passing the examination, the applicant intends to renounce his/her oath of allegiance to his/her other countries of citizenship. He/she must also submit a notarized affidavit stating that he/she is a permanent resident of the Philippines.
- For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicants must secure from the Secretary of Foreign Affairs, through the BFSE, authority to take the FSO Examinations.
- Seven (7) colored photographs: 4.5cm and 3.5cm; with white background; taken within three (3) months prior to filing of application; printed on good quality photo paper; in standard close-up shot; showing the full frontal view of the face of the applicant without make-up; **with the applicant's full and handwritten (not computer-generated) name tag in the format: First Name, Middle Initial, Last Name, and extension name (if any) and **signature over printed name**** (For photograph details, please refer to CSC webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

Photograph format:



(For photograph details, please refer to Civil Service Commission (CSC) webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

- Photocopy of two (2) valid identification cards (IDs).

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### OATH OF APPLICANT

I, \_\_\_\_\_, after having been duly sworn in accordance with the law, hereby declare that the foregoing answers to the questions in this application to take the Foreign Service Officer Examinations are true and correct to the best of my knowledge and belief; that I have not knowingly made any false, misleading, or fraudulent statement; and that I understand that any false, misleading, or fraudulent statement knowingly made by me shall be sufficient cause for the cancellation of my examination papers, removal from office if already appointed, and prosecution for perjury. I hereby accept as final all decisions made by the Board of Foreign Service Examinations pertinent to my application.

\_\_\_\_\_  
Signature of Applicant over Printed Name

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Affiant displaying to me his/her Residence Certificate No. \_\_\_\_\_ or Passport No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Notary Public/  
Administering Officer