

IV. Oral Test - Date to be announced

The Oral Test shall be held in Metro Manila after the results of the Psychological Test are released. It includes an assessment of the candidate's oral skills, logical thinking, values, and attitude. Previous records, experiences, and conduct of examinees shall also be considered in determining the candidate's fitness and aptitude for foreign service work.

Candidates who obtain an average score of at least 85% shall be deemed to have passed the Oral Test.

Overall score in the FSO Examination

A candidate must obtain a rating of 80% or higher from the composite score in the Written Test and Oral Test to pass the FSO examination.

Applicants are required to pass the four (4) sequential parts of the FSO Examination within the prescribed time frame to be considered eligible for appointment to the position of Foreign Service Officer, Class IV.

Any applicant who passed the Qualifying Test shall not be allowed to defer any of the succeeding portions of the FSO Examination. Moreover, an applicant who fails to show up for or does not take the succeeding phases of the FSO Examination as scheduled shall be deemed to have failed the entire examination.

QUALIFICATIONS AND REQUIREMENTS

Applicants must meet the following requirements:

1. **Citizenship** – Applicants must be Filipino citizens. (*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** – Applicants must be graduates of a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements, and they must present the transcript of records and either the diploma, certificate of graduation, or its equivalent, from a college or university.
3. **Work Experience or Further Studies** – Applicants must possess at least two (2) years employment or finished further studies, 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 (<https://dfa.gov.ph/fsoexams>).
2. 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: (https://csc.gov.ph/phocadownload/userupload/erpo/forms/exam-app/forms/Annex%20A1_CS%20Form%20100_Revised%202023_CSEP_a1_edited_a1.pdf) 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:

	Submission Period*
BFSE Secretariat 2nd Floor, DFA Main Building 2330 Roxas Blvd., Pasay City	23 to 30 September 2024 Monday to Friday (From 10:00 am to 4:00 pm only)
Consular Offices within and Outside Metro Manila	23 September to 30 October 2024
Philippine Embassies, Consulates, or Missions Abroad	

*** Applications shall not be accepted beyond the deadline.**

4. Attach the following documents to the completed application form:

ACADEMIC REQUIREMENTS	
1.	<p>Original/Certified true copy (CTC) and photocopy of transcript of records and diploma from the college or university from which the applicant's degree was obtained, bearing the seal of the college or university.</p> <p>The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.</p> <p>Applicants who obtained a post-graduate degree shall submit an original/certified true copy (CTC) and photocopy of his/her transcript of records and diploma from the institution where the applicant's post-graduate degree was obtained.</p> <p>The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.</p>
2	<p>Any diploma or certificate of graduation and transcript of records obtained from a country that is a State Party² to the Apostille Convention should be apostilled by the competent authorities responsible for the issuance of Apostille. No need to</p>

² <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

	<p>submit the school document for legalization at the Philippine Foreign Service Posts.</p> <p>OR</p> <p>Any diploma or certificate of graduation and 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.</p> <p>The photocopy of the diploma or certificate of graduation and transcript of records duly authenticated by a Philippine Foreign Service Post will be submitted to BFSE while the original will be returned to the applicant.</p>
	DOCUMENTARY REQUIREMENTS
1.	<p>Original and photocopy of the birth certificate issued by the Philippine Statistics Authority (PSA).</p> <p>The photocopy of the birth certificate will be submitted to BFSE while the original will be returned to the applicant.</p>
2.	<p>The Report of Birth issued and authenticated by Philippine Foreign Service Posts (FSPs) may also be submitted in case the birth certificate issued by the PSA is not available. A certification of non-availability of the birth certificate issued by the FSP shall be submitted together with the Report of Birth.</p>
3.	<p>For married women, original and photocopy of the marriage certificate issued by the PSA.</p> <p>The photocopy of the marriage certificate will be submitted to BFSE while the original will be returned to the applicant.</p>
4.	<p>Two (2) valid government-issued identification cards (IDs). The originals must be presented upon the submission of documents.</p> <p>Three (3) photocopies of each of the IDs will be submitted to BFSE while the original IDs will be returned to the applicant.</p>
5.	<p>For examinees who are currently or previously employed, original and photocopy of the Certificate of Employment issued by the employer.</p> <p>The photocopy of the Certificate of Employment will be submitted to BFSE while the original will be returned to the applicant.</p>
6.	<p>Duly accomplished and notarized Civil Service Commission application form (CS Form No. 100) and the Foreign Service Officer Examination (FSOE) application form.</p> <p>The CSC application form will be submitted by the BFSE Secretariat to the CSC for the Qualifying Test, while the FSOE application form will be kept for the BFSE's records.</p>
	OTHER REQUIREMENTS
1.	<p>Eight (8) 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</p>

	standard close-up shot; showing the full frontal view of the face of the applicant 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.
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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.

LIST OF DFA OFFICES

DFA Main Office: Board of Foreign Service Examinations, 2nd Floor, Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City ° Tel. (02) 8834-3080/ 3083 ° Email: bfse@dfa.gov.ph

DFA NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 82342478 / (02) 82345062 ° Email: ncreast@dfa.gov.ph

DFA NCR-Central Office: Level 1, Lingkod Pinoy Center, Robinsons Galleria, Quezon City ° Tel (02) 8631-0806 ° Email: ncrcentral@dfa.gov.ph

DFA NCR-West: 5/F, SM City Manila, Natividad Almeda-Lopez St. (formerly Concepcion St) corner San Marcelino St., Ermita, Manila ° Tel (02) 8536-9995 ° Email: ncrwest.so@dfa.gov.ph

DFA NCR-South: 3rd Level, West Wing, Festival Mall – Alabang, Muntinlupa City ° Tel (02) 8551-1051 ° Email: ncrsouth.so@dfa.gov.ph

DFA NCR-Northeast: 2/F Ali Mall, Government Center, Araneta City, Cubao, Quezon City ° Tel (02) 8293-0105 ° Email: ncrnortheast.so@dfa.gov.ph

DFA NCR-North: Level 3, 1 Lingkod Pinoy Center, Robinson's Place, Quirino Highway, Novaliches, Quezon City ° Tel (02) 8372-7902 ° Email: ncrnovaliches.so@dfa.gov.ph

DFA Consular Office (CO) in Angeles: Ground Floor, Clark Tech Hub 2, SM City Clark, Barangay Malabanas, Angeles City, 2009 ° Tel. (045) 304-0193 ° Email: angeles.rco@dfa.gov.ph

DFA CO Antipolo: 3rd Floor SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal ° Tel. (02)8562-2491 ° Email: antipolo.co@dfa.gov.ph

DFA CO Antique: 3F Robinson's Antique, Brgy. San Angel, San Jose de Buenavista, Antique ° Tel. (+63) 963 711 3844 ° Email: antipolo.co@dfa.gov.ph

DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 4412675 ° Email: bacolod.rco@dfa.gov.ph

DFA CO Baguio: Upper Basement, SM City Baguio, Luneta Hill, Upper Session Road, Baguio City ° Tel (074) 422-1465 ° 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) 8155571 ° Email: butuan.rco@dfa.gov.ph; dfabutuan@yahoo.com

DFA CO Cagayan de Oro: 5/F BPO Tower, SM Downtown Premier, Claro M. Recto Ave., corner Osmeña Street Cagayan de Oro City ° Tel. (088) 327-4272 ° ° Email: cdo.rco@dfa.gov.ph

DFA RCO Calasiao: 2/F Robinsons Place-Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan 2418 ° Tel. (075) 632-7892, 632-7932 ° Email: calasiao.rco@dfa.gov.ph

DFA CO Cebu: 3rd Floor, Robinsons Galleria Gen. Maxilom Avenue Extension, Sergio Osmeña Jr Boulevard, Cebu City ° Tel. (032) 520-5898° Email: cebu.rco@dfa.gov.ph

DFA CO Clarin: Clarin Town Center, Clarin Misamis Occidental ° Tel. (088)530-5312 ° Email: clarin.co@dfa.gov.ph

DFA CO Kidapawan: Alim Street, Brgy. Poblacion, Kidapawan City ° Tel. 0920-924-7904 ° Email: kidapawan.co@dfa.gov.ph

DFA CO Dasmariñas: 2nd Floor, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite ° Tel. (046)424-1066, 0917-806-0446 ° Email: dasmariñas.co@dfa.gov.ph

DFA CO Davao: 3/F, SM City Davao, Ecoland, Quimpo Blvd., Ecoland, Brgy. Matina, Davao City ° Tel. (082) 285-4885 ° Email: 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 ° Email: dumaguete.rco@dfa.gov.ph

DFA CO General Santos: GF Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel. (083) 553-8380 ° Email: gensan.rco@dfa.gov.ph

DFA CO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 336-1737 ° Email: Iloilo.rco@dfa.gov.ph

DFA CO La Union: 2/F CSI Mall, Biday, City of San Fernando, La Union ° Tel (072) 8896303 ° Email: dfa_launion@yahoo.com; launion.rco@dfa.gov.ph

DFA CO Legazpi: 3/F Pacific Mall Building Landco Business Park F. Imperial St., cor. Circumferential Rd., Legazpi City ° Tel. (052)820-2089 ° Email: dfa.colegazpi@oca.dfa.gov.ph

DFA CO Lipa: 2/F Robinson Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Email : lipa.rco@dfa.gov.ph

DFA CO Lucena: 3/F, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City ° Tel. (042) 373-1119 ° Email lucena.rco@dfa.gov.ph

DFA CO Malolos: 3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan Tels. (044)816-7230, 0917-876-2847 ° Email: malolos.co@dfa.gov.ph

DFA CO Pampanga: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tels. (045) 636-0007 ° Email: rco-pampanga@oca.dfa.gov.ph; pampanga.rco@dfa.gov.ph

DFA CO Paniqui: Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac ° Tels. (045) 606-3581 (Landline), 0917-816-8629 (Globe) ° Email: rco-paniqui@oca.dfa.gov.ph

DFA CO Puerto Princesa: 2/F Robinsons Place Palawan, National Highway, Barangay San Manuel, Puerto Princesa City, Palawan ° Tel. (048) 434-1773 ° Email: dfarcopprincesa@gmail.com; puertoprincesa.rco@dfa.gov.ph

DFA CO Santiago: 3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela ° Tel. (078) 323-3704, 0917-802-2014 ° Email: santiago.co@dfa.gov.ph

DFA CO San Nicolas: 2nd Level Robinsons Place Ilocos, Valdez Center, Barangay 1 San Francisco, San Nicolas, 2901 Ilocos Norte ° Tel. (048) 434-1773 ° Email: sannicolas.co@dfa.gov.ph

DFA CO San Pablo: 2nd Floor SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna ° Tel. (049)521-0246, (049)300-9017, 0917-874-8260 ° Email: sanpablo.co@dfa.gov.ph

DFA CO Tacloban: 3rd Level, Robinsons North Tacloban, Abucay, Tacloban City ° Tel. (053) 832-0889, (+63)9178457137 ° Email: tacloban.rco@dfa.gov.ph

DFA CO Tagum: Level 3, Robinsons Place Tagum, National Highway, Visayan Village, Tagum City, Davao del Norte ° Tel. (084)216-9846 ° Email: tagum.co@dfa.gov.ph

DFA CO Tuguegarao: GF, City Hall Bldg.,Regional Government Center, Carig Sur, Tuguegarao City, Cagayan ° Tel (078) 377 0267, (+63) 917 896-1251 ° Email: tuguegarao.rco@dfa.gov.ph

DFA CO Zamboanga: 2/F & 3/F BG Bldg, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398 ° Email: zamboanga.rco@dfa.gov.ph

APPLICATION FOR CIVIL SERVICE EXAMINATION
(Pen and Paper Test)



To be filled out by Applicant

Examination Applied for:

Career Service-Professional

First time to take the examination? : ☐ YES ☐ NO

If NO, indicate date of last examination taken:
(mm/dd/yyyy) _____

To be filled out by Applicant

CSC Regional Office

Date of Examination (mm/dd/yyyy)
_____|_____|_____|_____|_____|_____|

Place of Examination

Verified against: (For CSC Processor ONLY)
☐ DIBAR ☐ E-Retakers ☐ EDQIS

ID PHOTO

- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag showing signature over printed full name

(see illustration & more specifications at the back)

Instructions : READ ADMISSION AND APPLICATION REQUIREMENTS AT THE BACK PAGE. DO NOT APPLY IF NOT QUALIFIED.
Fill in all the required information. DO NOT leave an item blank. If item is not applicable, indicate "N/A".

A. PERSONAL INFORMATION

NAME (Last Name)		(Given Name)		(Ext. Name, e.g. Jr./Sr., if any)		(Middle Name)		(M.I.)	
AGE	DATE OF BIRTH (mm/dd/yyyy)		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	PLACE OF BIRTH: City (write province only if city name has namesake e.g. San Fernando City, La Union/City of San Fernando, Pampanga; OR Municipality & Province					
CITIZENSHIP		MOTHER'S MAIDEN FULL NAME (the full name of your mother by birth or before she was married) (Last Name) (Given Name) (Middle Name)							
COMPLETE PERMANENT MAILING ADDRESS								ZIP CODE	
CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____				OTHER DATA: <input type="checkbox"/> Pregnant <input type="checkbox"/> Senior Citizen		If PWD, please specify: <input type="checkbox"/> Orthopedic <input type="checkbox"/> Deaf/hard of hearing <input type="checkbox"/> Visually impaired <input type="checkbox"/> Others _____			
MOBILE NUMBER (Required)			TELEPHONE NUMBER (include Area Code)			E-MAIL ADDRESS (Required)			
HIGHEST EDUCATIONAL ATTAINMENT									
Level of Education: <input type="checkbox"/> High School/Sr High School <input type="checkbox"/> Technical/Vocational <input type="checkbox"/> College <input type="checkbox"/> Postgraduate (Master/Doctor) <input type="checkbox"/> Other/s: _____									
Completion: <input type="checkbox"/> Not Graduated / ongoing If not graduated/ongoing, highest Year/Level/Units earned, or taking up: _____ <input type="checkbox"/> Graduated If graduated, date/year of Graduation/Completion: _____ Honors received: _____									
Complete Title of Course/Degree (except for High School/Sr High School): _____ Major: _____									
Name and Address of School Attended: _____ Inclusive years: _____ (from-to)									

B. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY


Title of Examination Passed / Title of Eligibility Granted	Rating Obtained	Date of Examination / Date Eligibility was Granted	Place of Examination

C. PRESENT EMPLOYMENT

<input type="checkbox"/> Government	<input type="checkbox"/> Private	<input type="checkbox"/> Non-government Organization	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Unemployed
Agency/Office	Address	Position/Job Title	No. of Years in Present Position/Job	Status of Appointment/ Employment

DO NOT FILL-OUT THE SHADED PORTION. (FOR CSC PROCESSOR ONLY).

Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer _____	Identification/Other Documents Presented: _____ Details: _____ ACTION TAKEN: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED Reason for disapproval: _____ Signature over Printed Name of Processor _____ Position/Designation _____ Date & Time _____
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Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer _____	<div>APPLICATION RECEIPT</div> <div>Examination Applied For: Career Service-Professional DATE: _____ TIME: _____ PLACE: _____ Signature over Printed Name of Processor _____ Position/Designation _____ Date & Time _____</div>	<div>APPLICATION NO. _____</div> <div>ID PHOTO<ul style="list-style-type: none">- Philippine passport size- showing 80% face capture- in bare face & showing left and right ears- with handwritten (not computer generated) name tag showing signature over printed full name(see illustration & more specifications at the back)</div>
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To be filled out by Applicant

Applicant's Name: _____ Given Name MI Last Name Ext. Name (i.e. Jr./Sr., if any)			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy): _____	Signature: _____	

WARNING: NO I.D., NO EXAM. | Gates of testing venues shall be CLOSED to examinees at 7:45 a.m. on examination day.

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

APPLICATION FOR THE 2025 FOREIGN SERVICE OFFICER EXAMINATIONS

INSTRUCTIONS:

- 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.**
- The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
- 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.
- The completed and notarized application form should be submitted as follows:
 - For those submitting their documents to the BFSE Secretariat at the DFA Home Office, 2330 Roxas Blvd, Pasay City: one (1) duly filled out **NOTARIZED APPLICATION FORM** with attachments;
 - For those submitting their documents to a DFA Consular Offices or to Philippine Embassies/Consulates:
 - one (1) duly accomplished **NOTARIZED APPLICATION FORM** with attachments and
 - one (1) photocopy of the complete set of documents.
- Application forms shall be filled out by the applicants and submitted in person from **23 September 2024 to 30 October 2024 until 4:00 PM only, local time** at any Consular Office, Philippine Embassy or Consulate abroad and from **23 to 30 September 2024 from 10:00 am until 4:00 PM only, local time** at the DFA Home Office, 2330 Roxas Blvd, Pasay City. **Applications shall no longer be accepted beyond the set deadlines.**
- Soft copy of the application and the attached documents in PDF format should be emailed to bfse.sec@dfa.gov.ph by the applicant with the recommended filename format: Last Name, First Name, Middle Initial 2025FSOEApplication.
Example: **Dela Cruz, Juan S. 2025FSOEApplication** (for strict compliance).
- Incomplete application forms shall not be accepted.
- 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.
- 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.

- Name: _____

Surname

First Name

Middle Name

Name Extension (Jr/Sr/II)
- Place of birth: _____ Date of birth: _____
Age: _____ Sex: _____
Citizenship(s): _____ Religion: _____
- 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: _____
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. Written Test _____
3. Psychological Test _____
4. Oral Test _____

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

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Bahasa Indonesia | <input type="checkbox"/> Chinese (Mandarin) | <input type="checkbox"/> French |
| <input type="checkbox"/> German | <input type="checkbox"/> Japanese | <input type="checkbox"/> 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 1st and 2nd 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="checkbox"/> Bacolod City | <input type="checkbox"/> General Santos City | <input type="checkbox"/> Palo, Leyte |
| <input type="checkbox"/> Baguio City | <input type="checkbox"/> Iloilo City | <input type="checkbox"/> Puerto Princesa City |
| <input type="checkbox"/> Cagayan de Oro City | <input type="checkbox"/> Lipa City | <input type="checkbox"/> Tuguegarao City |
| <input type="checkbox"/> Calasiao, Pangasinan | <input type="checkbox"/> Legazpi City | <input type="checkbox"/> San Fernando City, La Union |
| <input type="checkbox"/> Cebu City | <input type="checkbox"/> Lucena City | <input type="checkbox"/> City of San Fernando, Pampanga |
| <input type="checkbox"/> Davao City | <input type="checkbox"/> Metro Manila | <input type="checkbox"/> Zamboanga City |

17. **From where/whom did you first learn about the 2025 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) : _____ | |

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:

- ☐ Duly accomplished Civil Service Form No. 100 (**to be printed on 8 ½ in. x 13 in. or legal size paper**) from the CSC website:
(https://csc.gov.ph/phocadownload/userupload/erpo/forms/exam-app-forms/Annex%20A1_CS%20Form%20100_Revised%202023_CSEP_a1_edited_a1.pdf) The CSC form shall serve as your admission to take the CSE-FSOE Qualifying Test.
- ☐ Original/Certified true copy (CTC) and photocopy of transcript of records and diploma from the college or university from which the applicant's degree was obtained, bearing the seal of the college or university.

The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.
- ☐ Applicants who obtained a post-graduate degree shall submit an original/certified true copy (CTC) and photocopy of his/her transcript of records and diploma from the institution where the applicant's post-graduate degree was obtained.

The photocopy of the transcript of records and diploma will be submitted to BFSE while the

original/CTC will be returned to the applicant;

- ☐ Any diploma or certificate of graduation and transcript of records obtained from a country that is a State Party¹ to the Apostille Convention should be apostilled by the competent authorities responsible for the issuance of Apostille. No need to submit the school document for legalization at the Philippine Foreign Service Posts.

OR

Any diploma or certificate of graduation and 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.

The photocopy of the diploma or certificate of graduation and transcript of records duly authenticated by a Philippine Foreign Service Post will be submitted to BFSE while the original will be returned to the applicant.

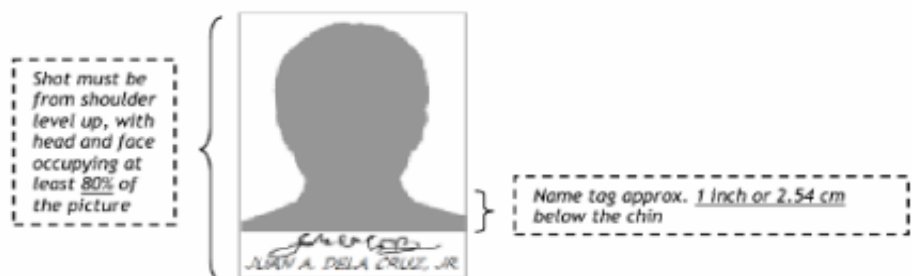
- ☐ For examinees who are currently or previously employed, original and photocopy of the Certificate of Employment issued by the employer.

The photocopy of the Certificate of Employment will be submitted to BFSE while the original will be returned to the applicant;

- ☐ 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.

- ☐ Eight (8) 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.**

Photograph format:



- ☐ Two (2) valid government-issued identification cards (IDs). The originals must be presented upon the submission of documents.

Three (3) photocopies of each of the IDs will be submitted to BFSE while the original IDs will be returned to the applicant.

¹ <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

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