### 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:

- 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.)
- 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.
- 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	

<sup>\*</sup> Applications shall not be accepted beyond the deadline.

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

# 1. 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. 2 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

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

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. **DOCUMENTARY REQUIREMENTS** Original and photocopy of the birth certificate issued by the Philippine Statistics Authority (PSA). The photocopy of the birth certificate will be submitted to BFSE while the original will be returned to the applicant. 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. 3. For married women, original and photocopy of the marriage certificate issued by the PSA. The photocopy of the marriage certificate will be submitted to BFSE while the original will be returned to the applicant. 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. 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. Duly accomplished and notarized Civil Service Commission application form (CS Form 6. No. 100) and the Foreign Service Officer Examination (FSOE) application form. 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. OTHER REQUIREMENTS 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 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.

Applications with incomplete documentary requirements shall not be accepted. A non-refundable admission fee of five hundred pesos (₱500.00) shall be collected once the application form and supporting documents are inspected and accepted by the concerned DFA office.

### LIST OF DFA OFFICES

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

<u>DFA NCR-East Office</u>: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 82342478 / (02) 82345062 ° Email: <a href="mailto:ncreast@dfa.gov.ph">ncreast@dfa.gov.ph</a>

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

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

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

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

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

<u>DFA Consular Office (CO) in Angeles:</u> Ground Floor, Clark Tech Hub 2, SM City Clark, Barangay Malabanias, Angeles City, 2009 ° Tel. (045) 304-0193 ° Email: <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a></u>

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

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

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

- <u>DFA CO Baguio:</u> Upper Basement, SM City Baguio, Luneta Hill, Upper Session Road, Baguio City ° Tel (074) 422-1465 ° Email: <u>rco baguio@yahoo.com; baguio.rco@dfa.gov.ph</u>
- <u>DFA CO Butuan</u>: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 8155571 ° Email: <u>butuan.rco@dfa.gov.ph</u>; <u>dfabutuan@yahoo.com</u>
- <u>DFA CO Cagayan de Oro</u>: 5/F BPO Tower, SM Downtown Premier, Claro M. Recto Ave., corner Osmeña Street Cagayan de Oro City ° Tel. (088) 327-4272 ° ° Email: <a href="mailto:cdo.rco@dfa.gov.ph">cdo.rco@dfa.gov.ph</a></u>
- <u>DFA RCO Calasiao:</u> 2/F Robinsons Place-Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan 2418 ° Tel. (075) 632-7892, 632-7932 ° Email: <u>calasiao.rco@dfa.gov.ph</u>
- <u>DFA CO Cebu</u>: 3rd Floor, Robinsons Galleria Gen. Maxilom Avenue Extension, Sergio Osmeña Jr Boulevard, Cebu City ° Tel. (032) 520-5898° Email: <u>cebu.rco@dfa.gov.ph</u>
- <u>DFA CO Clarin</u>: Clarin Town Center, Clarin Misamis Occidental ° Tel. (088)530-5312 ° Email: <u>clarin.co@dfa.gov.ph</u>
- <u>DFA CO Kidapawan</u>: Alim Street, Brgy. Poblacion, Kidapawan City ° Tel. 0920-924-7904 ° Email: <u>kidapawan.co@dfa.gov.ph</u>
- <u>DFA CO Dasmariñas</u>: 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: dasmarinas.co@dfa.gov.ph
- <u>DFA CO Davao</u>: 3/F, SM City Davao, Ecoland, Quimpo Blvd., Ecoland, Brgy. Matina, Davao City ° Tel. (082) 285-4885 ° Email: <u>davao.rco@dfa.gov.ph</u>
- <u>DFA RCO Dumaguete:</u> 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200° Tel. (035) 532-0024; (035) 532-0019 ° Email: <u>dumaguete.rco@dfa.gov.ph</u>
- <u>DFA CO General Santos</u>: GF Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel. (083) 553-8380 ° Email: <u>gensan.rco@dfa.gov.ph</u>
- <u>DFA CO Iloilo</u>: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 336-1737 ° Email: <u>Iloilo.rco@dfa.gov.ph</u>
- <u>DFA CO La Union:</u> 2/F CSI Mall, Biday, City of San Fernando, La Union ° Tel (072) 8896303 ° Email: <u>dfa launion@yahoo.com</u>; <u>launion.rco@dfa.gov.ph</u>
- <u>DFA CO Legazp</u>i: 3/F Pacific Mall Building Landco Business Park F. Imperial St., cor. Circumferential Rd., Legazpi City ° Tel. (052)820-2089 ° Email: <a href="mailto:dfa.colegazpi@oca.dfa.gov.ph">dfa.colegazpi@oca.dfa.gov.ph</a>
- <u>DFA CO Lipa</u>: 2/F Robinson Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Email : <u>lipa.rco@dfa.gov.ph</u>
- <u>DFA CO Lucena</u>: 3/F, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City ° Tel. (042) 373-1119 ° Email <u>lucena.rco@dfa.gov.ph</u>

- <u>DFA CO Malolos</u>: 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
- <u>DFA CO Pampanga</u>: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tels. (045) 636-0007 ° Email: <u>rco-pampanga@oca.dfa.gov.ph</u>; <u>pampanga.rco@dfa.gov.ph</u>
- <u>DFA CO Paniqui</u>: Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac ° Tels. (045) 606-3581 (Landline), 0917-816-8629 (Globe) ° Email: rco-paniqui@oca.dfa.gov.ph
- <u>DFA CO Puerto Princesa</u>: 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
- <u>DFA CO Santiago</u>: 3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela ° Tel. (078) 323-3704, 0917-802-2014 ° Email: santiago.co@dfa.gov.ph
- <u>DFA CO San Nicolas</u>: 2nd Level Robinsons Place Ilocos, Valdez Center, Barangay 1 San Francisco, San Nicolas, 2901 Ilocos Norte ° Tel. (048) 434-1773 ° Email: <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a>
- <u>DFA CO San Pablo</u>: 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
- <u>DFA CO Tacloban</u>: 3rd Level, Robinsons North Tacloban, Abucay, Tacloban City ° Tel. (053) 832-0889, (+63)9178457137 ° Email: <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a>
- <u>DFA CO Tagum</u>: Level 3, Robinsons Place Tagum, National Highway, Visayan Village, Tagum City, Davao del Norte ° Tel. (084)216-9846 ° Email: <u>tagum.co@dfa.gov.ph</u>
- <u>DFA CO Tuguegarao</u>: GF, City Hall Bldg.,Regional Government Center, Carig Sur, Tuguegarao City, Cagayan ° Tel (078) 377 0267, (+63) 917 896-1251 ° Email: <a href="mailto:tuguegarao.rco@dfa.gov.ph">tuguegarao.rco@dfa.gov.ph</a>
- <u>DFA CO Zamboanga</u>: 2/F & 3/F BG Bldg, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398 ° Email: <u>zamboanga.rco@dfa.gov.ph</u>

APPLIC	ATION NO.	
AFFLIC	AIION NO.	

# CIVIL SERVICE COMMISSION Republic of the Philippines

## APPLICATION FOR CIVIL SERVICE EXAMINATION (Pen and Paper Test)

### **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)

<u>Instructions</u>: 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 INFORMATIO		reave an item biank. If item is not app	ioubic, marcate N/A .			
NAME (Last Name)	711	(Given Name	) /E	ext. Name, e.g. Jr./Sr., if any) (I	Middle Name) (M.I.)	
NAIVIL (Last Name)		(Given Name	(L		a Paz = D, P, or DLP; Dela Paz = D, P, or DP)	
AGE DATE OF BIRTH (mm/d	ld/yaay)	SEX PLACE OF I	SIRTH: City (quality provides a party if oils, and	no han namanaka a a San Farnanda City La Union/Cit	ly of San Fernando, Pampanga; OR Municipality & Province	
NOE BATE OF BITTING	i di yyyy)	Male Female	STECTED. City (write province only if city hair	ie nas namesake e.g. San remanuo City, La Onomicii	y or san remando, rampanga, on municipality a riuvince	
CITIZENSHIP	MOTHER'S	MAIDEN FULL NAME (the full name (Last Name)	of your mother by birth or I (Given Name)		dle Name)	
					1	
COMPLETE PERMANENT MAILI	ING ADDRESS				ZIP CODE	
CIVIL STATUS		OTHER DATA:	If PWD, please	specify: Orthopedic	Deaf/hard of hearing	
Single Married	Others	Pregnant Sen	ior Citizen	·		
MOBILE NUMBER (Required)		TELEPHONE NUMBER (include	Area Code)	E-MAIL ADDRESS (Red	quired)	
HIGHEST EDUCATIONAL	. ATTAINMENT					
Level of Education: High S	ichool/Sr High School	Technical/Vocational College	Postgraduate (M	aster/Doctor) Other/s:		
Completion:	If not are	aduated/ongoing, highest Year/Level/U	_ ` `	, <u> </u>		
Not Graduated Graduated	ea / ongoing ————	ated, date/year of Graduation/Complet				
Complete Title of Course/Degree	e (except for High Scho	ool/Sr High School):		Major <sup>.</sup>		
Name and Address of School At	ttended:			Inclusive y	years:(from-to)	
B. INFORMATION ON COVE	DAIMENT EVANINA	TIONS DASSED / OIVIII SEDVICE	ELICIBILITY			
	camination Passed / Titl	FIONS PASSED / CIVIL SERVICE e of Eligibility Granted	Rating Obtained	Date of Examination /	Place of Examination	
3. 2.		o o z.i.g.bi, o a.i.iou	Training Optioning	Date Eligibility was Granted	ass s. Zaanmaasi.	
C. PRESENT EMPLOYMENT						
Government	Private	Non-governme	nt Organization	Self-Employed	Unemployed	
Agency/Office		Address	Position/Job Ti	No. of Years in Pres Position/Job	sent Status of Appointment/ Employment	
DO NOT FILL-OUT THE SHADE	D PORTION. (FOR C	SC PROCESSOR ONLY).	•			
Date: Ide	entification/Other Docur	nents Presented:		_ Details:		
O.R. No	CTION TAKEN:	APPROVED DISAPPR	OVED Reason for dis-	approval:		
Amount:	TION TAKEN.	ALLIKOVED DIOALLIK	OVED Reason for disc			
Name of Collecting Officer	Signati	ure over Printed Name of Processor	Position/Design	ation	Date & Time	
-··-·- <u>-</u> -	. — — — .		··-·-			
Date:		<b>CSC</b> APPLICATION	N RECEIPT	APPLICATION	NO	
O.R. No		CIVIL SERVICE COMMISSION Republic of the Philippines			1	
7 tillodrit.	amination Applied Fo	ID PHOTO				
	ATE:	TIME:	PLACE:		- Philippine passport size - showing 80% face capture	
Name of Collecting Officer — —	Signature over Printed Na	ime of Processor Position	/Designation	Date & Time	- in bare face & showing left	
To be filled out by Applicant					and right ears - with handwritten (not	
Applicant's Name:					computer generated) name	
Applicant o Hame.	Given Name	MI	Last Name	Ext. Name (i.e. Jr./Sr., if any)	tag showing signature over	
Sex: Male Female Date of Birth (mm/dd/yyyy): Signature: Signature: Signature: Specifications at the back)						
WARNING: NO I.D., NO E	XAM.   Gates of tes	sting venues shall be CLOSED	to examinees at 7:45 a	m. on examination day.		

### E. DECLARATION

I declare that I personally accomplished this application form, and I certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I declare that I meet and am compliant with ALL the admission requirements for the examination herein applied for, as enumerated below.

I understand that the acceptance and approval of my application for the examination is based on the information I provided. Further, I understand that: 1) as a result of randomization procedure, I may and am willing to be assigned at any testing venue within the testing center; and 2) the information I provided herein shall be handled and used, particularly for policy development/review/research/study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Finally, I understand that the CSC determines high answer similarities in the processing of test results, and conducts necessary investigation.

I therefore agree that: 1) in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited; 2) any misrepresentation made in this document shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me; and 3) in case my test results be found to have high answer similarities with other examinee/s, the same shall be withheld pending the outcome of the investigation to be conducted by the CSC. Finally, I agree that my examination shall not be processed and be considered null and void, or my test results shall be cancelled, in case a post-examination verification shows that I violated Republic Act No. 9416 (Anti-Cheating Law), specifically the unauthorized possession of the test booklet, or any examination related forms/materials, including bringing of the same outside of the testing room/yenue

ost bookiet, or any examination related forms materials, melating bringing of the	same outside of the testing room/vende.	
Signature over Printed Name of Applicant	Date	
late: (For paragraphia paragraphia antu)		

Note: (For personal/In-person filing only)
Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the CSC Processor.

Right Thumbmark

### **ADMISSION REQUIREMENTS**

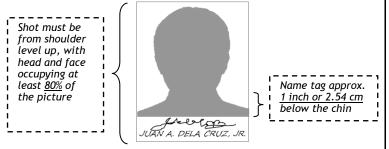
- Must be Filipino citizen:
- Must be at least 18 years of age on the date of filing of application;
- Must be of good moral character 3.
- Must have not been convicted by final judgment of an offense or crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness or addiction to drugs;
- Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and
- Must have not taken the same level of Career Service Examination, regardless of mode, within three (3) months before the date of examination.

NOTE: a) Approval of applications may be recalled any time upon discovery of applicant's disqualification, for which the examination fees paid shall be forfeited.

- b) Applicants holding dual citizenship under R.A. 9225 (Citizenship Retention and Re-acquisition Act of 2003), and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution, may apply for and take the examination upon presentation of necessary documents, and meeting of all the other admission and application requirements for the examination.
- Applicants with pending administrative and/or criminal cases may take the examination and shall be conferred the eligibility if they successfully pass the same. However, this is without prejudice to the outcome of their pending cases. If they are found guilty, their eligibility shall be forfeited based on the penalties stated in the decision and under existing Civil Service Law and rules.
- d) The Bar examination given by the Supreme Court of the Philippines and the Board examinations (requiring completion of at least a bachelor's degree) given by the Professional Regulation Commission are declared civil service examinations under RA No. 1080. Accordingly, and under CSC Resolution No. 90-1212, the passers are automatically considered as civil service eligibles. Along this line, based on RA No. 10635, passers of the examination for marine deck and engine officers given by the Maritime Industry Authority are considered as falling under the contemplation of RA Authority are considered as failing under the contemplation of RA No. 1080. Thus, they may opt NOT to take the Career Service (Professional) examination. Also, passers of the Career Service Examination for Foreign Service Officer, and grantees of the following eligibilities under special laws and CSC issuances may opt following eligibilities under special laws and CSC issuances may opt NOT to take the Career Service (Professional) examination: Honor Graduate Eligibility under P.D. 907; Scientific and Technological Specialist Eligibility under P.D. 997; Sanggunian Member Eligibility (Second level) under RA No. 10156; and Foreign School Honor Graduate Eligibility under CSC Resolution No. 1302714.

### **APPLICATION REQUIREMENTS**

- Fully accomplished Application Form:
- Four (4) pieces of identical I.D. pictures with specifications, as follows:
  - Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")
  - taken within the last three (3) months prior to filing of application
  - colored, with white background and printed on good quality photo paper (no peeling off)
  - in standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm. below the chin)
  - in bare face (no eyeglasses; no colored contact lens; no headdress, no bandana, accessories that may cover the facial features; facial features not computer enhanced)
  - showing left and right ears
  - taken in full-face view directly facing the camera, with neutral facial expression and both eyes
  - , with handwritten (not computer-generated) name tag legibly showing signature over printed full name which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)



- Original and photocopy of any of the following I.D. cards, which is valid (not expired upon filing of application): Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License: O.R. alone is not allowed)/Student Driver's Permit; Philippine Passport; PRC License; SSS I.D.; GSIS I.D. (UMID); Voter's I.D./Voter's Certification; BIR/Taxpayer's I.D. (ATM type/TIN card type with picture); PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number); Company/Office I.D.; School I.D.; Police Clearance/Police Clearance Certificate; Postal I.D.; Barangay I.D.; NBI Clearance; Seaman's Book; HDMF Transaction I.D.; PWD I.D.; Solo Parent I.D.; Senior Citizen's I.D.; CSC Eligibility Card; and Philippine Identification (PhilID) Card. (*Note:* All other ID cards NOT included in the list shall NOT be accepted).
- Applicable examination fee

### OTHER/ADDITIONAL REQUIREMENTS, as applicable:

- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry (only for applicants without date of birth in their I.D. card/s) Original and photocopy of Identification Certificate (IC) issued by the Bureau of Immigration (only for applicants holding dual citizenship under R.A. 9225, and those recognized as citizens of the Philippines under Sec 1, Article IV of the 1987 Philippine Constitution)

Please check related Examination Announcement for additional and/or updates on admission requirements and/or application requirements.

### REMINDERS

- - - -

- A. <u>Place of Examination (School/Testing Venue Assignment)</u> shall be announced through the **Online Notice of School Assignment (ONSA)**, available via the CSC website <a href="https://www.csc.gov.ph">www.csc.gov.ph</a> approximately 2 weeks before examination day. If ONSA cannot be accessed, visit or call and inquire <a href="https://directly">directly</a> with the CSC Regional/Field Office where the examinees filed their application. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website.
- B. Ocular Inspection visit and conduct an ocular inspection of the assigned school/testing venue at least 1 day before the exam day to be familiar with the school location
- C. Failure to come on scheduled examination will mean forfeiture of examination fee and slot. Rescheduling of examination date is NOT allowed.
- D. THINGS TO BRING ON EXAMINATION DAY [Note: Examinees are (i) advised to bring ONLY the items listed below, (ii) encouraged to use transparent bag, and (iii) to check related Exam Advisory for additional and/or updates on Things to Bring on Exam Day.]

  - I.D. card, preferably the same I.D. card presented during filing of application (NO I.D., NO EXAM)

    BLACK BALLPEN/S (note: Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed)

  - 3. Original of PSA/LCR issued Birth Certificate (only if I.D. card has no date of birth)

    Note: Examinees may opt to bring water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits (subject to inspection by the Room Examiner/Proctor)
- Wear proper attire on exam day, preferably plain white shirt/tops. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED. Long hair (for both male and female) must be tied in "ponytail."
- Cellular phones and calculators are NOT ALLOWED in EXAMINEE'S SEAT, and any other gadgets including smart phones/watches and pens/eyeglasses with built-in camera, wristwatches with calculator, books and other forms of printed materials, and any other items/tools/aids that would facilitate answering the test questions. In this regard, before occupying the assigned seat, examinees shall deposit said items and their bags and all other personal belongings in front of the room or in the designated area. NO BELONGINGS SHOULD BE PLACED UNDER THE EXAMINEE'S SEAT.

# 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.
- 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 <u>8 ½ in. x 13 in. (long bond) paper</u>. 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 at the DFA Home Office, 2330
  Roxas Blvd,Pasay City: one (1) duly filled out <u>NOTARIZED APPLICATION FORM</u> with
  attachments;
- For those submitting their documents to a DFA Consular Offices or to 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 from <u>23</u> <u>September 2024 to 30 October 2024 until 4:00 PM only, local time</u> at any Consular Office, Philippine Embassy or Consulate abroad and from <u>23 to 30 September 2024 from 10:00 am until 4:00 PM only, local time</u> at the DFA Home Office, 2330 Roxas Blvd,Pasay City. <u>Applications shall no longer be accepted beyond the set deadlines</u>.
- 6. Soft copy of the application and the attached documents in PDF format should be emailed to <a href="mailto:bfse.sec@dfa.gov.ph">bfse.sec@dfa.gov.ph</a> by the applicant with the recommended filename format: Last Name, First Name, Middle Initial 2025FSOEApplication.
  - Example: **Dela Cruz**, **Juan S. 2025FSOEApplication** (for strict compliance).
- 7. Incomplete application forms shall not be accepted.
- 8. 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.
- 9. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.

**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:	First Name	Middle Name	Name Extension (Jr/Sr/II)	
2.	,				
	Age:	Sex	K:		
	Citizenship(s):	Re	eligion:		
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.

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

4.	Home addres	ss:								
	Home telephone number: Mobile number:									
	Email Addres	SS:						_		
	Office address	ss:								
	Office teleph	one numb	er:							
5.	Educational	attainmen	t: (Use a	a sepa	arate sheet if ne	ecessarı	/)			
Ĺ	Degree/s F						ersity		Incl	usive Dates
6.	Present Emp	loyment:	(Use a s	epara	te sheet if nece	essary)	• Governme	ent	<ul> <li>Private</li> </ul>	• None
	Agency	/Office		Po	sition/Job Ti	tle	Length of Ex	perie	nce in	Status of
							Present Emp	loym	ent	Employment
<u>7.</u>	Previous Em	ployment:	: (Use a	separ	ate sheet if ned	essary)	_			
	gency/Office		ress		Position/Job		Length of E	Experi	ience in	Reason for
							Present Jo	b/Pos	sition	Leaving
8.	Civil Service	/ Board	/ Bar	/ Ot	her Governi	ment E	Examinations	s Pas	sed (Use	a separate sheet
	necessary)	f Examina	ation		Rating	Date	e of Examina	tion	Place (	of Examination
	Name o	LAdillille	ation		Training	Date	or Examina	uon	1 lace (	DI EXAMINATION
	vouch for you Name	ur good m			ter (exclude ss/Telephone				Occi	ıpation
10										aw, ordinance, o ?□ Yes □ No
										of the offense. ubmitted with thi
11.	position with President of	in one (1) the Philip	year a pines,	after y	you have be do you agre	en not e that i	tified of your refusal or fail	appo ure to	intment do so w	e to assume you as FSO IV by th vithin the specifie cants?□ Yes □ N
12	. In case you assignment t									nd able to accep
13	Examination	s, shall yo and its d	ou sub uly co	oscrib onstitu	e and sweauted authori	ar to a	n oath of al	legiar	ice to th	gn Service Office e Republic of the ance to all othe
14	. Have you ta If yes, state the dates of 1 1. Qualifying 2. Written To 3. Psycholo 4. Oral Test	how man those exa g Test est gical Test	y time minatio	s you ons. (	u have takeı Use a separ	n the fate sh	following FS0 eet if necess	O con ary)	nponent	examinations ar

15.	Foreign Language Test. Plea proficiency test.	se check the foreign la	nguage for which you wish to take the				
	( ) Bahasa Indonesia ( ) German	( ) Chinese (Mandarin) ( ) Japanese	( ) French ( ) Spanish				
16.	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 ca only a few applicants choose that area. BFSE shall notify the applicant as soon as the testing areas a finalized.						
	<ul><li>( ) Bacolod City</li><li>( ) Baguio City</li><li>( ) Cagayan de Oro City</li><li>( ) Calasiao, Pangasinan</li><li>( ) Cebu City</li><li>( ) Davao City</li></ul>	( ) General Santos City ( ) Iloilo City ( ) Lipa City ( ) Legazpi City ( ) Lucena City ( ) Metro Manila	( ) Puerto Princesa City ( ) Tuguegarao City ( ) San Fernando City, La Union ( ) City of San Fernando,Pampanga				
17.			2025 Foreign Service Officer (FSO) ce beside all applicable answer/s.				
	☐ DFA website	□ DFA employees	☐Newspaper advertisement/s				
	☐ CSC/PIA or other official Government website	☐ Friends/relatives	$\square$ I have taken the exam before				
	☐ Blogs/unofficial websites	Others (please spec	cify)				
18.		eside your correspond	the FSO Examination? Please put a ing answer. If you have more than 1 on.				
	☐ Pursue a career in the gove	rnment	ademic background/training				
	Opportunity to work oversea	for	cplore opportunities professional growth				
	☐ Others (please specify) :						
abo	ove-mentioned testing centers, o	depending on the numbe	onduct the Qualifying Test in any of the r of qualified examinees thereat.  e of ₱500.00 upon acceptance of my				
l he	ereby attach the following doc	cuments/requirements	as integral parts of this application:				
	size paper) from the CSC v (https://csc.gov.ph/phocado	vebsite: wnload/userupload/erpo ed%202023_CSEP_a1_e	reprinted on 8 ½ in. x 13 in. or legal  /forms/exam-app-forms/Annex%20A1_C  redited_a1.pdf) The CSC form shall serve to Test.				
			of transcript of records and diploma from degree was obtained, bearing the seal of				
	The photocopy of the trans original/CTC will be returned		oma will be submitted to BFSE while the				
		s/her transcript of record	hall submit an original/certified true copy Is and diploma from the institution where				
	The photocopy of the trans	cript of records and diplo	oma 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 origina 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, upor 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:  Shot must be from shoulder level up, with head and face occupying at least 80% of the picture  Name tag approx. 1 Inch or 2.54 cm below the chin					
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.					

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

### **OATH OF APPLICANT**

l,with the law, hereby declare that	, after having	been duly sworn in accordance	е
take the Foreign Service Officer	Examinations are true and co	rrect to the best of my knowledg	јe
and belief; that I have not knowing that I understand that any false		•	
shall be sufficient cause for the	•		
already appointed, and prosecution		•	y
the Board of Foreign Service Exa	minations pertinent to my app	olication.	
	O: ( A I'	Did IN	
	Signature of Applic	cant over Printed Name	
SUBSCRIBED AND SWORN	TO before me this	day of	at
, Affiant d	isplaying to me his/her Resid	ence Certificate No	
or Passport No	issued at	on	
	Notar	y Public/	
		ering Officer	