



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BOARD OF FOREIGN SERVICE EXAMINATIONS

ANNOUNCEMENT

The Board of Foreign Service Examinations (BFSE), pursuant to the provisions of the Foreign Service Act of 1991 (R.A. No. 7157) and the Revised Administrative Code of 1987, announces the conduct of the **2025 FOREIGN SERVICE OFFICER (FSO) EXAMINATIONS** to recruit candidates for appointment to the position of Foreign Service Officer, Class IV.

Applicants for the examination must be knowledgeable in the economic, political, and social conditions of the Philippines, and must possess not only facility in oral and written communications, but also the traits essential to the performance of the duties of a Foreign Service Officer. Furthermore, they must be willing and able to accept assignments to any Post where their services may be required.

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

DUTIES OF A FOREIGN SERVICE OFFICER

The duties of a Foreign Service Officer include: gathering information, analyzing and reporting on political, economic, technological, cultural, and other events and developments; drafting diplomatic notes and other forms of diplomatic correspondence; preparing briefing papers and other foreign policy papers for the Department and other government agencies as may be required; assisting in the preparation and conduct of international conferences; managing and supervising 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.

FOREIGN SERVICE OFFICER EXAMINATION (FSOE)

The FSO Examination is composed of four (4) parts:

- (1) Qualifying Test;
- (2) Written Test;
- (3) Psychological Test; and
- (4) Oral Test.

I. Qualifying Test – 26 January 2025 (Sunday)

The Qualifying Test covers (1) Verbal Ability; (2) Analytical Ability; (3) Numerical Ability; and (4) Managerial Ability.

It shall be held at testing centers¹ in Bacolod City, Baguio City, Cagayan de Oro City, Calasiao-Pangasinan, Cebu City, Davao City, General Santos City, Iloilo City, Lipa City, Legazpi City, Lucena City, Metro Manila, Palo-Leyte, Puerto Princesa City, Tuguegarao City, San Fernando City (La Union), City of San Fernando (Pampanga), and Zamboanga City.

Candidates must obtain a passing grade of at least 80% in the Qualifying Test to qualify for the Preliminary Interview.

Examinees who pass the Qualifying Test shall **not** be allowed to defer in taking the Written Test.

N.B Examinees who passed the Qualifying Test after October 2013 are no longer required to retake the said Test, pursuant to CSC Resolution No.1302397 dated 29 October 2013.

II. Written Test - Date to be announced

The Written Test is composed of six subjects with the corresponding weights, namely: English (20%), Filipino (5%), Philippine Economic, Political, and Cultural Conditions (30%), International Affairs (30%), World History (10%), Foreign Language (Bahasa Indonesia, Chinese, French, German, Japanese or Spanish) (5%).

Candidates must obtain a cumulative rating of at least 75% in the Written Test to qualify for the Psychological Test.

Examinees who pass the Written Test shall **not** be allowed to defer in taking the Psychological Test.

III. Psychological Test - Date to be announced

The Psychological Test shall be held in Metro Manila after the results of the Written Test are released.

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

Examinees who pass the Psychological Test shall **not** be allowed to defer taking the Oral Test.

¹ ***The BFSE and the Civil Service Commission (CSC) reserve the right to modify this list, depending on the number of applicants at the testing center.***

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: ncrneast.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: rcu_baguio@yahoo.com; baguio.rcu@dfa.gov.ph

DFA CO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 8155571 ° Email: butuan.rcu@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.rcu@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.rcu@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.rcu@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.rcu@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.rcu@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.rcu@dfa.gov.ph

DFA CO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 336-1737 ° Email: iloilo.rcu@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.rcu@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.rcu@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.rcu@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.) _____
(e.g. De La Paz = D, P, or DLP; Dela Paz = D, P, or DP)

AGE _____ DATE OF BIRTH (mm/dd/yyyy) _____ SEX Male 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 Single Married Others _____ OTHER DATA: Pregnant Senior Citizen If PWD, please specify: Orthopedic Deaf/hard of hearing Visually impaired Others _____

MOBILE NUMBER (Required) _____ TELEPHONE NUMBER (include Area Code) _____ E-MAIL ADDRESS (Required) _____

HIGHEST EDUCATIONAL ATTAINMENT

Level of Education: High School/Sr High School Technical/Vocational College Postgraduate (Master/Doctor) Other/s: _____

Completion: Not Graduated / ongoing If not graduated/ongoing, highest Year/Level/Units earned, or taking up: _____
 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

Government Private Non-government Organization Self-Employed 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: APPROVED DISAPPROVED Reason for disapproval: _____

Signature over Printed Name of Processor Position/Designation Date & Time

Date: _____
O.R. No. _____
Amount: _____
Name of Collecting Officer _____

CSC APPLICATION RECEIPT APPLICATION NO. _____

Examination Applied For: **Career Service-Professional**

DATE: _____ TIME: _____ PLACE: _____

Signature over Printed Name of Processor Position/Designation Date & Time

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)

To be filled out by Applicant

Applicant's Name: _____ Given Name _____ MI _____ Last Name _____ Ext. Name (i.e. Jr./Sr., if any) _____

Sex: Male 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.

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/venue.

Signature over Printed Name of Applicant

Date



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

1. Must be Filipino citizen;
2. Must be at least 18 years of age on the date of filing of application;
3. Must be of good moral character;
4. 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;
5. Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and
6. 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.

c) 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 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 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

1. Fully accomplished Application Form;
2. 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*, or any 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 open
 - 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)

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

3. 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).
4. 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. **Place of Examination (School/Testing Venue Assignment)** - shall be announced through the **Online Notice of School Assignment (ONSA)**, available via the CSC website www.csc.gov.ph approximately 2 weeks before examination day. If ONSA cannot be accessed, visit or call and inquire **directly** 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.]

1. I.D. card, preferably the same I.D. card presented during filing of application (**NO I.D., NO EXAM**)
2. 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)

E. **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."

F. **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.

IMPORTANT: Access, read thoroughly, and understand fully the **EXAMINEE'S GUIDE** on the conduct of the exam.

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

APPLICATION FOR THE 2025 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 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:
 - 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 **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.**
6. 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).
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.

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: _____
 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.**

- Bahasa Indonesia Chinese (Mandarin) 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 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.

- Bacolod City General Santos City Palo, Leyte
 Baguio City Iloilo City Puerto Princesa City
 Cagayan de Oro City Lipa City Tuguegarao City
 Calasiao, Pangasinan Legazpi City San Fernando City, La Union
 Cebu City Lucena City City of San Fernando, Pampanga
 Davao City Metro Manila 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.**

- DFA website DFA employees Newspaper advertisement/s
 CSC/PIA or other official Government website Friends/relatives I have taken the exam before
 Blogs/unofficial websites 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.**

- Pursue a career in the government Academic background/training
 Opportunity to work overseas Explore opportunities for professional growth
 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.

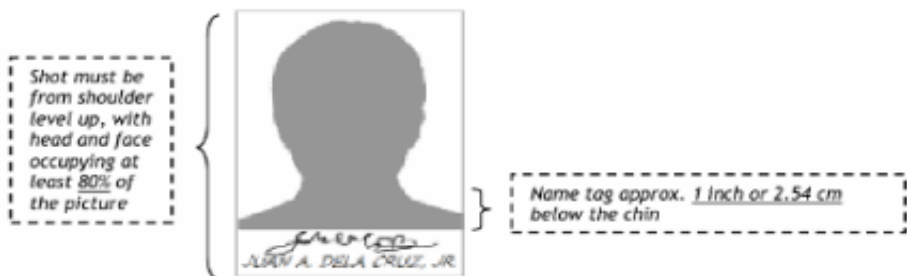
- For examinees who are currently or previously employed, original and photocopy of the Certificate of Employment issued by the employer.

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