



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 282, Series of 2023

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RELEASED	
Date:	09/19/23
Signature:	

**FOR : ALL PRESIDENTS/ OFFICERS-IN-CHARGE/HEADS OF PUBLIC
AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN
CAGAYAN**

**SUBJECT : APPLICATIONS FOR THE 2024 FOREIGN SERVICE OFFICER
EXAMINATION (FSOE)**

DATE : September 18, 2023

Attached is a copy of the communication from **MS. JOAN T. PICHAY**, Head of Consular Office, informing Higher Education Institutions of the conduct of the Board of Foreign Service Examination (BFSE) on the Qualifying Test for the 2024 Foreign Service Officer Examination (FSOE) on **January 28, 2024 (Sunday)**.

Kindly refer to the enclosed copies of the Announcement and Application Form for the 2024 FSO Exams and may be downloaded from the DFA website (www.dfa.gov.ph). The Civil Service Form may be downloaded from the CSC website (<http://www.csc.gov.ph>).

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.09.19 10:27:30
+08'00'

ATTY. MARCO C!CERO F. DOMINGO
OIC-Director IV

Encl: as stated

:JPC9182023#24131-E-RDO



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE TUGUEGARAO

City Hall Compound, Carig Sur, Tuguegarao City
Tel: 078-377-0267 | Email Address: tuguegarao.rco@dfa.gov.ph



TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AND
AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL
GOVERNMENT UNIT; GOVERNMENT-OWNED OR
CONTROLLED CORPORATIONS WITH ORIGINAL
CHARTERS; STATE UNIVERSITIES AND COLLEGES; AND
HIGHER EDUCATION INSTITUTIONS IN REGION II

FROM : 
JOANT T. PICHAY
Head of Consular Office

SUBJECT : APPLICATIONS FOR THE 2024 FSOE - QUALIFYING TEST

DATE : 15 September 2023

The Department of Foreign Affairs through its Consular Office in Tuguegarao is pleased to announce that the Board of Foreign Service Examinations (BFSE) will conduct the Qualifying Test for the 2024 Foreign Service Officer Examination (FSOE) on **Sunday, 28 January 2024**.

The venues for the Qualifying Test and other pertinent details will be posted on the DFA-BFSE webpage and the Department's official social media accounts, as soon as the information is received from the Civil Service Commission.

In this regard, enclosed are copies of the Announcement and the Application Form for the 2024 FSO Exams. These documents may be reproduced as necessary. The Announcement and the Application Form may also be downloaded from the DFA website (www.dfa.gov.ph). Kindly note that the Civil Service Form may be downloaded from the CSC website (<http://www.csc.gov.ph>), and these documents may be reproduced as necessary.

Moreover, this office respectfully requests your assistance in disseminating the said announcement to the public.

Your usual support and cooperation are highly appreciated.

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph





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 **2024 FOREIGN SERVICE OFFICER (FSO) EXAMINATION** 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 Foreign Service 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, among others.

FOREIGN SERVICE OFFICER EXAMINATION (FSOE)

The FSOE consists of five (5) stages, as follows:

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

I. Qualifying Test – 28 January 2024 (Sunday)

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

It shall be administered by the Civil Service Commission (CSC) at the following testing centers¹: Bacolod City, Baguio City, Cagayan de Oro City, Calasiao, Pangasinan, Cebu City, Davao City, Iloilo City, General Santos City, Legazpi City, Lipa City, Lucena City,

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

Metro Manila, San Fernando City (La Union), City of San Fernando (Pampanga), Puerto Princesa City, Tacloban City, Tuguegarao City, 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 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. Preliminary Interview - Date to be announced

The Preliminary Interview shall be held after the results of the Qualifying Test are released. Candidates shall be interviewed by a panel to evaluate their overall potential for becoming Foreign Service Officers.

The Preliminary Interview shall be administered at the Department of Foreign Affairs in Pasay City.

Candidates must obtain an average rating of at least 75% to pass the Preliminary Interview and qualify to take the Written Test.

III. Written Test - Date to be announced

The Written Test shall be held after the results of the Preliminary Interview are released.

The Written Test is composed of six subjects with the corresponding weights: 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%).

The Written Test shall be administered at the Department of Foreign Affairs in Pasay City.

Candidates must obtain a composite score of at least 75% to pass the Written Test and qualify to take the Psychological Test.

IV. 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 to take the Oral Test.

V. 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 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 a composite score of at least 85% in the Oral Test components (Individual Interview, Speech Activity and Group Discussion) shall be deemed to have passed the Oral Test.

Overall score in the FSO Examination

Applicants are required to pass all five (5) stages of the FSO Examination in sequence within the prescribed time frame to be considered eligible for appointment to the position of Foreign Service Officer, Class IV.

The official final composite rating of passing examinees shall be the average score of their Written Test and Oral Test, which shall not be lower than eighty (80) percent.

Any applicant who passed the Qualifying Test shall not be allowed to defer taking any of the succeeding stages of the FSO Examination. Moreover, an applicant who fails to show up for; arrives late; or does not take the succeeding stages of the FSOE as scheduled, shall be deemed to have failed the examination.

QUALIFICATIONS AND REQUIREMENTS

Applicants must meet the following requirements:

- 1. **Citizenship** – Applicants must be natural-born Filipino citizens. (Note: Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSOE 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 **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 of recognized standing.
- 3. **Work Experience or Further Studies** – Applicants must possess at least two (2) years employment or be engaged in 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 long bond 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 long bond paper)** from the CSC website: (<https://www.csc.gov.ph/downloads/category/194-civil-service-examination-form-cs-form-no-100-revised-september-2016>). The CSC form shall serve as an applicant's admission to take the CSE-FSOE Qualifying Test.
- 3. Submit the accomplished forms above to any of the following offices:

	Submission Period*
BFSE Secretariat 2 nd Floor, DFA Main Building 2330 Roxas Blvd., Pasay City Consular Offices within and Outside Metro Manila Philippine Embassies, Consulates, or Missions Abroad	18 September to 20 October 2023 (until 5:00 pm only, local time)

*** Applications shall not be accepted beyond these deadlines.**

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

ACADEMIC REQUIREMENTS	
a.	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>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>
b	<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
a.	<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>
b.	<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>
c.	<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>
d.	<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>
e.	<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>
f.	<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
a.	<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 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.</p>

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) 8234-2478 / (02) 8234-5062 ° Email: ncreast.so@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. corner San Marcelino St., Ermita, Manila ° Tel. (02) 8536-9995 ° Email: ncrwest.so@dfa.gov.ph

DFA NCR-South: 4/F, Metro Alabang Town Center, Alabang-Zapote Road, 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, Robinsons Novaliches, Quirino Highway, Novaliches, Quezon City ° Tel. (02) 8372-7902 ° Email: ncrnovaliches.so@dfa.gov.ph

DFA CO Angeles: 4/F, BPO Tech Hub Tower 10, SM City Clark Expansion CMAR, Mabalacat City, Pampanga ° Tel. (045) 499-0776; (+63) 922 497-4263 ° Email: angeles.rco@dfa.gov.ph, rco-angeles@oca.dfa.gov.

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

DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 441-2675 ° 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) 815-5571 ° Email: butuan.rco@dfa.gov.ph

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

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

DFA CO Cebu: 4th Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City ° Tel. (032) 520-5898° Email: cebu.rco@dfa.gov.ph

DFA CO Clarin / Ozamis: 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. (+63) 936 338-5742 ° Email: kidapawan.co@dfa.gov.ph

DFA CO Dasmariñas: 2/F, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite ° Tel. (046) 424-1066, (+63) 917 806-0446 ° 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 CO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200 ° Tel. (035) 532-0024; (035) 532-0019, (+63) 917-810-3273 ° Email: dumaguete.rco@dfa.gov.ph

DFA CO General Santos: G/F 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: launion.rco@dfa.gov.ph

DFA CO Legazpi: 3/F Pacific Mall-Legazpi, F. Imperial St., cor. Circumferential Rd., Brgy. Capantawan, Landco Business Park, Legazpi City ° Tel. (052) 820-2089 ° Email: legazpi.rco@dfa.gov.ph; 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: 3/F, Malolos Central Transport and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan ° Tel. (044) 816-7230, (+63) 917 876-2847 ° Email: malolos.co@dfa.gov.ph

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

DFA CO Pagadian: 2/F, City Commercial Center, Santiago District, Pagadian City ° Tel. (062) 991-4398 ° Email: pagadian.co@dfa.gov.ph

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

DFA CO Paniqui: Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac ° Tel. (045) 606-3581, (+63) 917 816-8629 ° Email: paniqui.co@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, (+63) 917 549-7937 ° Email: puertoprincesa.rco@dfa.gov.ph

DFA CO San Nicolas: 2/F Robinsons Place Ilocos, Valdez Center, Brgy.1 San Francisco, Ilocos Norte ° Tel. (077) 770-5541, (+63) 908 890-4211 ° Email: sannicolas.co@dfa.gov.ph

DFA CO San Pablo: 2/F SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna ° Tel. (049) 521-0246, (049) 300-9017, (+63) 917-874-8260 ° Email: sanpablo.co@dfa.gov.ph

DFA CO Santiago: 3/F Robinsons Place Santiago, Maharlika Highway, Mabini, Santiago City, Isabela ° Tel. (078) 323-3704, (+63) 917 802-2014 ° Email: santiago.co@dfa.gov.ph

DFA CO Tacloban: 3/F Robinsons North Tacloban, Abucay, Tacloban City ° Tel. (053) 832-0889, (+63) 917 845-7137 ° Email: tacloban.rco@dfa.gov.ph

DFA CO Tagum: 4/F Gaisano Mall of Tagum, National Highway, Briz District, Tagum City, Davao del Norte ° Tel. (084) 216-9846 ° Email: tagum.co@dfa.gov.ph

DFA CO Tuguegarao: G/F, 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 Ave., Zamboanga City, Zamboanga del Sur ° Tel. (062) 991-4398 ° Email: zamboanga.rco@dfa.gov.ph



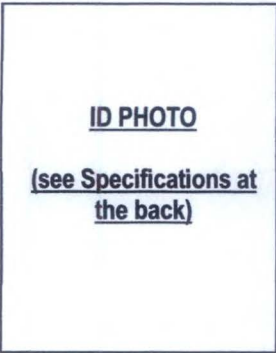
APPLICATION FOR CIVIL SERVICE EXAMINATION

To be filled-out by Applicant

Examination Applied For :
Mode ☐ Pen and Paper Test (PPT)
☐ Computerized Examination (COMEX)
Title ☐ CSE-Professional ☐ CSE-SubProfessional
☐ Others _____
Last Examination Taken : (for Career Service Examination Applicants only)
☐ CSE-Professional ☐ CSE-SubProfessional
Date of Exam (mm/dd/yyyy) _____

For CSC Processor ONLY

CSC Regional Office
Date of Examination (mm/dd/yyyy) _____
Place of Examination _____
Verified against:
☐ DIBAR ☐ E-Retakers ☐ EDQIS



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". All applications must be filed PERSONALLY by applicant.

A. PERSONAL INFORMATION

NAME (Last Name) (First 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 / Municipality) (Province)
CITIZENSHIP MOTHER'S MAIDEN NAME (Last Name) (First Name) (Middle Name)
COMPLETE PERMANENT MAILING ADDRESS ZIP CODE
HEIGHT (meters) WEIGHT (kg) CIVIL STATUS ☐ Single ☐ Married ☐ Others _____ OTHER DATA ☐ Pregnant ☐ Person with Disability, please specify _____
MOBILE NUMBER (Required) TELEPHONE NUMBER (include Area Code) E-MAIL ADDRESS (Required)
HIGHEST EDUCATIONAL ATTAINMENT
Level of Education: ☐ Elementary ☐ High School ☐ College ☐ Master's ☐ Doctorate
Completion: ☐ Not Graduated ☐ Graduated If not graduated, highest Year/Level/Units earned: _____
If graduated, date of Graduation/Completion (mm/dd/yyyy): _____ Honors received: _____
Complete Title of Course/Degree (for College, Master's, Doctorate): _____ 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 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

D. ADDITIONAL INFORMATION

1. Have you ever been dismissed from the military/civil service for cause, or found guilty of crime involving moral turpitude, or of infamous, disgraceful or immoral conduct, drunkenness or addiction to drugs, or of an offense relative to, or in connection with, the conduct of a civil service examination?
YES ☐ NO ☐ IF YES, attach copy/ies of decision/s.
2. Pursuant to the Indigenous People's Act (RA 8371), are you a member of any indigenous group? YES ☐ NO ☐
If YES, please specify: _____

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: _____ Signature over Printed Name of Processor / Date _____

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

APPLICATION RECEIPT

Examination Applied For: ☐ PPT ☐ COMEX ☐ Professional ☐ SubProfessional ☐ Others _____
DATE: _____ TIME: _____ PLACE: _____
Signature over Printed Name of Processor _____ Date Received / Processed _____



To be filled-out by Applicant

Applicant's Name: _____
First Name MI Last Name Ext. Name (i.e. Jr./Sr., if any)
Sex: ☐ Male ☐ Female Date of Birth (mm/dd/yyyy): _____ Signature: _____

E. DECLARATION

I declare under oath 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 for which this application is filed.

I understand that the acceptance and approval of my application for the examination is based on the information I provided.

I therefore agree that, in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited. I further agree that 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.

Note: Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the Administering Officer/CSC Processor.

Signature over Printed Name of Applicant

Right Thumbmark

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature over Printed Name of Administering Officer

Office / Position

ADMISSION REQUIREMENTS

1. Must be Filipino citizen;
2. 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;
4. Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and
5. For Career Service Examination applicants:
 - a. must be at least 18 years of age on the date of filing of application.
 - b. must have not taken the same level of Career Service Examination, regardless of mode, within the last 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 may apply for and take the examination upon presentation of original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship from the Bureau of Immigration, 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) Passers of the regular Bar examination given by the Supreme Court of the Philippines and of Board examinations given by the PRC are automatically granted a civil service eligibility. They are automatically considered as civil service eligibles pursuant to CSC Resolution No. 90-1212. Thus, they may opt not to apply and take the corresponding examination anymore. Also, individuals who were granted the Honor Graduate Eligibility (HGE) pursuant to P.D. 907 may opt not to apply and take the corresponding examination anymore.

For specific admission requirements of other examinations, please see related Examination Announcement.

APPLICATION REQUIREMENTS

1. Fully accomplished Application Form (CS Form No. 100 Revised September 2016);
2. Four (4) pieces of identical I.D. pictures with specifications, as follows:
 - taken within the last three (3) months prior to filing of application
 - Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")
 - colored, with white background and printed on good quality photo paper
 - 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 (with no eyeglasses, colored contact lens, 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 in the format: First Name, Middle Initial, Last Name, and Extension Name, if any
3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired upon filing of application), and contains the name, clear picture, date of birth and signature of applicant, and the name and signature of the issuing agency's current head/authorized representative: Driver's License, Passport, PRC ID, SSS ID, GSIS ID/ GSIS UMID ID, Philhealth ID (must at least contain the applicant's name, clear picture, signature and Philhealth number), current Company/Office ID, current School ID (validated for the current school year/semester/trimester), Postal ID, BIR ID (ATM type/TIN card type with picture), Barangay ID, Voter's ID, Police Clearance/Police Clearance Certificate, or NBI Clearance (**Note: All other ID cards NOT included in the list shall NOT be accepted.**)
4. For applicants without date of birth in their I.D. card/s, original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (formerly National Statistics Office) or the Local Civil Registry printed on Security Paper (SecPa).
5. For applicants holding dual citizenship under R.A. 9225, original and photocopy of Certification of Retention/Re-acquisition of Philippine Citizenship issued by the Bureau of Immigration.
6. Examination fee of PhP500 for the CSE-PPT, or PhP680 for the CSC COMEX. For fees and additional application requirements of other examinations, please see related Examination Announcement.

WARNING: The Civil Service Commission uses a highly reliable system to detect cheats. Any form of cheating in any civil service examination shall be considered a violation of Republic Act No. 9416 (Anti-Cheating Law), and any person found guilty shall be administratively and criminally liable.

REMINDERS

A. FOR APPLICANTS OF CSE PEN AND PAPER TEST (CSE-PPT)

Qualified applicants shall be notified of their school assignment through an Application Receipt or a Notice of School Assignment (NOSA) via SMS or e-mail. They can also use as applicable the Online Notice of School Assignment (ONSA) found in the CSC Website (www.csc.gov.ph) to verify and get a print-out of their NOSA, or access related Exam Advisory posted in the CSC website. If applicants still do not know their school assignment or cannot get a copy of their NOSA via internet one (1) week before the examination day, they should visit or call the Regional Office or Field Office where they filed their application to inquire about their school assignment. Applicants are also advised to conduct ocular inspection of their school assignment one (1) day before examination day. Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed.**

B. FOR APPLICANTS OF CSC COMPUTERIZED EXAMINATION (CSC COMEX)

Failure to come on scheduled examination will mean forfeiture of examination fee and slot. Rescheduling of examination date is NOT allowed.

IMPORTANT: All personal belongings including articles in clothing (hats/caps, shades, and the like), digital watches/watch calculators, calculators, cellular phones, books, ipads/tablets, and all other electronic gadgets and printed materials shall be surrendered to the Room Examiners. Firearms, if any, must also be surrendered to the security guard/designated firearm custodian at the entrance gate of the testing center. Proper attire should be worn on filing of application form and on examination day (e.g. NOT IN SLEEVELESS SHIRT/BLOUSE, OR IN SHORT PANTS, OR IN SLIPPERS).

MAIN GATES OF TESTING VENUES SHALL BE CLOSED AT 7:30 A.M. ON EXAMINATION DAY.

BRING THE FOLLOWING ON EXAMINATION DAY

1. This Application Receipt and/or Notice of School Assignment
2. Same valid I.D. presented at the time of filing of application (**NO I.D., NO EXAM**)
3. Black ballpen/s

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

APPLICATION FOR THE 2024 FOREIGN SERVICE OFFICER EXAMINATION

INSTRUCTIONS:

- All questions must be answered fully in the applicant's own handwriting using a **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 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 Main Office in Pasay City:
 - One (1) duly accomplished and **NOTARIZED APPLICATION FORM** with attachments;
 - For those submitting their documents to a DFA Consular Office or to a Philippine Embassy/Consulate:
 - One (1) duly accomplished and **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 **18 September 2023 to 20 October 2023 until 5:00 PM only, local time** at the DFA Main Office, any Consular Office, Philippine Embassy, or Philippine Consulate abroad. **Applications shall no longer be accepted beyond the set deadline.**
- Soft copies of the application form and the attached documents should be emailed to bfse.sec@dfa.gov.ph by the applicant.
- 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 Examination.

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 stage 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)
- Home address: _____
Home telephone number: _____ Mobile number: _____
Email Address: _____
Office address: _____
Office telephone number: _____

- Educational attainment: (Use a separate sheet if necessary)

Degree/s Received	College/University	Inclusive Dates

6. Present Employment: *(Use a separate sheet if necessary)*

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 Examination, 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 assignments 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 Examination, 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 Examination before? ☐ Yes ☐ No

If yes, state how many times you have taken the following stages of the FSOE and the dates these were taken. (Use a separate sheet if necessary)

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

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

- | | | |
|----------------------|------------------------|-------------|
| () 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.

- | | | |
|---|--|---|
| <input type="checkbox"/> Bacolod City | <input type="checkbox"/> General Santos City | <input type="checkbox"/> Tacloban, 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 2024 Foreign Service Officer (FSO) Examination? 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 examination 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**, and downloaded from the CSC website: <https://csc.gov.ph/downloads/category/194-civil-service-examination-form-cs-form-no-10-0-revised-september-2016>). 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 my 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 his/her 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 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

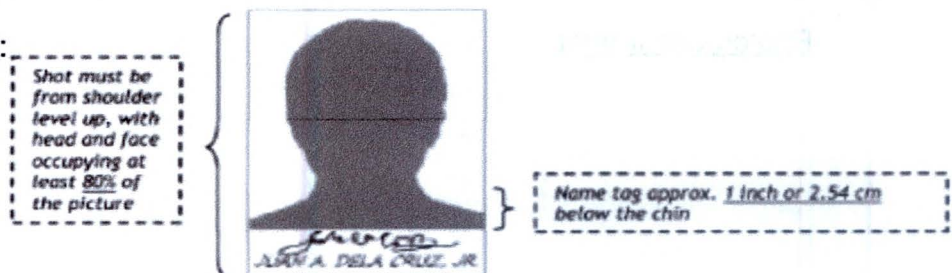
authenticated by a Philippine Foreign Service Post will be submitted to BFSE while the original will be returned to the applicant.)

- ☐ 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.
- ☐ 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 for Foreign Affairs, through the BFSE, authority to take the FSO Examination.
- ☐ 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.

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 Examination 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