

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

APPLICATION FOR THE FOREIGN SERVICE OFFICER EXAMINATIONS (FSOE)

INSTRUCTIONS:

- All questions must be answered fully in the applicant's own handwriting in "**BLACK INK PEN**", with all blanks filled-in. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, please write N/A. **PLEASE WRITE LEGIBLY.**
- The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
- If more space is needed for the answers to some questions, the applicant may use a clean sheet of **8 ½ in. x 13 in. (long bond) paper**. Follow the same format as in the application form and number the answers accordingly.
- The completed and notarized application form should be submitted as follows:
 - For those submitting their documents to the BFSE Secretariat at the DFA Double Dragon Tower, DD Meridian Avenue, EDSA Extension, Pasay City: one (1) duly filled out **NOTARIZED FSOE APPLICATION FORM** with attachments;
 - For those submitting their documents to a DFA Consular Offices or to Philippine Embassies/Consulates:
 - one (1) duly accomplished **NOTARIZED FSOE APPLICATION FORM** with attachments
 - one (1) photocopy of the complete set of documents.
- Application forms shall be filled out by the applicants and submitted in person or by his/her authorized representative at the BFSE Secretariat, any Consular Office, and Philippine Embassy or Consulate abroad. **Applications shall not be accepted beyond the set deadline.**
- Soft copy of the application form 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 [Year]FSOEApplication.
Example: **Dela Cruz, Juan S. 2025FSOEApplication** (for strict compliance).
- Incomplete requirements shall not be accepted.
- Any false, misleading, or fraudulent statements knowingly made by the applicant shall be sufficient cause for the cancellation of his/her test papers, removal from office if already appointed, and prosecution for perjury.
- Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.



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 stages of the FSOE 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 which you wish to take the proficiency test.** NOTE: In case only few applicants choose the specific language, BFSE shall notify the applicant to choose another language among other offered languages.

- () Arabic () 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 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: ([Career Service Examination for Foreign Service Officer \(CSE-FSO\)](#)). 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 bachelor'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 foreign educational institution must either: a) be apostilled by competent authorities in countries that are state parties¹ to the Apostille Convention, in which legalization by the Philippine Foreign Service Post is no longer required; or b) if issued in countries that are not party to the Convention, be certified as true copies by the issuing institution accompanied by an official English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the issuing country.

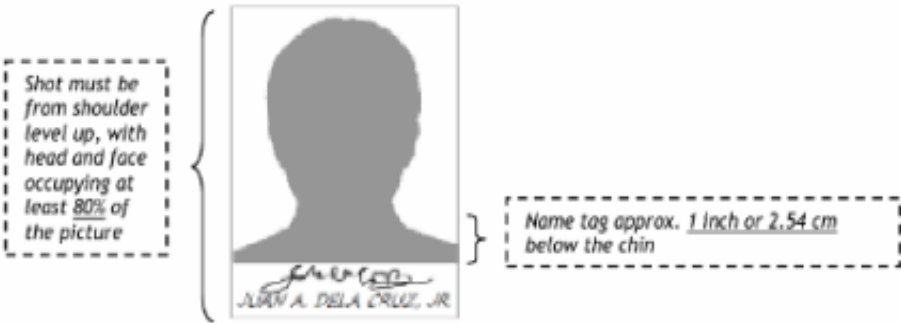
The photocopy of the diploma or certificate of graduation and transcript of records will be submitted to BFSE while the original will be returned to the applicant.

- ☐ Original and photocopy of the Certificate of Employment (COE) issued by the employer, indicating at least two (2) years of work experience. IF the tenure with the current employer is less than 2 years, applicants must submit additional COE from the previous employer/s to comply with the eligibility requirement.

The photocopy of the COE 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 issued and authenticated by Philippine Foreign Service Posts (FSPs) may also be submitted in case the PSA-issued birth certificate is not available.
- ☐ 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. [Note: Applicants who are married to non-Filipino nationals must secure authorization from the Secretary of Foreign Affairs, through the BFSE, prior to undertaking the FSO Examinations.]
- ☐ Eight (8) colored photographs: each measuring 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 applicant's full face including both ears. **Each photo must include a handwritten name tag (not computer-generated) displaying the applicant's First Name, Middle Initial, Last Name, and extension name (if any) and signature placed over the printed name.**

Photograph format:



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

Two (2) 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