



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 **2026 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 Test¹ – 25 January 2026 (Sunday)

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

It shall be held at testing centers² 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.

Examinees must obtain a passing grade of at least 80% in the Qualifying Test to qualify for the Written Test.

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

N.B. Pursuant to Section 8, Rule III of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, civil service eligibilities shall not prescribe. Thus, and in accordance with CSC Resolution No. 1302397 dated 29 October 2013 that made the CSE-FSO an eligibility examination leading to the conferment of Career Foreign Service Officer Eligibility, examinees who took and passed the 12 December 2013 CSE-FSO, and thereafter, are no longer required to retake the FSOE-QT in case they fail in any of the succeeding stages of the FSOE.

II. Written Test - Date to be announced

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

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

Examinees must obtain a composite score 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.

¹ ***The FSOE-Qualifying Test (FSOE-QT) also refers to the Career Service Examination for Foreign Service Officer (CSE-FSOE) being conducted by the Civil Service Commission (CSC). As such, passers of the FSOE-QT (or those who obtain a rating of at least 80.00) shall have the following two advantages: i) Qualifying to the next part of the FSOE; and ii) Conferment by the CSC of a civil service eligibility called the Career Foreign Service Officer Eligibility, which is comparable to the Career Service Professional Eligibility.***

² ***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.***

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.

Examinees 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.

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.

Examinees who obtain a composite score of at least 80% in Oral Test components are considered to have passed the Oral Test.

Overall score in the FSO Examination

The rating received for the Oral Test shall serve as the examinee's final rating for the entire FSO Examinations.

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 natural-born 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 a graduate of a bachelor's degree.

3. **Work Experience** – Applicants must have a minimum of two (2) years of work experience following the completion of a bachelor's degree. Possession of a Master's degree and further studies or a Juris Doctor degree, without the required minimum work experience, shall not be deemed qualified.

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: ([Career Service Examination for Foreign Service Officer \(CSE-FSO\)](#)). 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:

Where to submit requirements?	Submission Period*
BFSE Secretariat Department of Foreign Affairs Double Dragon Tower, DD Meridian Avenue EDSA Extension, Pasay City	15 September to 30 October 2025 Monday to Friday (From 0930H to 1600H, local time)
Consular Offices within and Outside Metro Manila	
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.	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.

2.	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 parties³ 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 duly authenticated by a Philippine Foreign Service Post will be submitted to BFSE while the original will be returned to the applicant.
	DOCUMENTARY REQUIREMENTS
1.	Original and photocopy of the birth certificate issued by the Philippine Statistics Authority (PSA). The photocopy of the birth certificate will be submitted to BFSE while the original will be returned to the applicant.
2.	The 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. The photocopy of the Report of Birth will be submitted to BFSE while the original will be returned to the applicant.
3.	For married women, original and photocopy of the Marriage Certificate issued by the PSA. The Report of Marriage issued and authenticated by Philippine Foreign Service Posts (FSPs) may also be submitted in case the PSA-issued marriage certificate is not available. The photocopy of the Marriage Certificate or the Report of Marriage will be submitted to BFSE while the original will be returned to the applicant. <i>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.</i>
4.	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.
5.	Original and photocopy of the Certificate of Employment (COE) issued by the employer, indicating at least two (2) years of work experience. <u>I</u>f 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.

³ <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

	The photocopy of the COE will be submitted to BFSE while the original will be returned to the applicant.
6.	Duly accomplished Civil Service Commission application form (CS Form No. 100) and the Foreign Service Officer Examination (FSOE) application form.
	OTHER REQUIREMENTS
1.	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.

5. Soft copy of the application forms 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).

Applications with incomplete documentary requirements shall not be accepted. A non-refundable registration fee for the Qualifying Test 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, Department of Foreign Affairs, Double Dragon Tower, DD Meridian Ave., Edsa Extension, Pasay City ° Tel. (02) 8834-4000 loc. 4764 / 4765 ° Email: bfse.sec@dfa.gov.ph

DFA CO NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 8234-2478 / (02) 8234-5062 ° Email: ncreast@dfa.gov.ph

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

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

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

DFA CO 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 CO in Angeles: Ground Floor, Clark Tech Hub 2, SM City Clark, Barangay Malabánias, 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. (036) 8651-9400 ° 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 Balanga 3rd Level, The Bunker, Provincial Capitol Compound, Balanga, Bataan (+63) 9564234111 Email: balanga.co@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; dfabutuan@yahoo.com

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

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

DFA CO Candon: Level 1, Candon City Arena, Bagani Campo, Bypass Road, Candon City, Ilocos Sur. Email: candon.co@dfa.gov.ph

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

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

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

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

DFA CO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200 ° Tel. (035) 532-0024; (035) 532-0019 ° Email: dumaguete.rco@dfa.gov.ph

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

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

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

DFA CO La Union: 2/F CSI Mall, Biday, City of San Fernando, La Union ° Tel (072) 889-6303 ° Email: dfa_launion@yahoo.com; launion.rco@dfa.gov.ph

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

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

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

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

DFA CO Olongapo: 3rd Floor SM City Central Olongapo, Rizal Avenue, Brgy. East Tapinac, Olongapo City, Zambales 2200; Email: olongapo.co@dfa.gov.ph

DFA CO Pagadian: 2F C3 Mall Rizal Avenue, Santiago District Pagadian City, Zamboanga del Sur; (062) 9476-205; Email: pagadian.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, 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) 917 845-7137 ° Email: tacloban.rco@dfa.gov.ph

DFA CO Tagbilaran: Unit 04, 5th Floor, B. Inting Street, Alturas Mall, Tagbilaran City, Bohol; (038) 500 1505; Email: tagbilaran.co@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 Examination for Foreign Service Officer (CSE-FSO)

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: ☐ College ☐ Postgraduate (Master/Doctor) ☐ Other/s:

Date/Year of Graduation/Completion: Honors received:

Complete Title of Course/Degree: Major:

Name of School Attended:

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

D. ADDITIONAL INFORMATION

Have you ever been dismissed from the military/civil service for cause, or convicted by final judgment of a crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, 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.

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 CIVIL SERVICE COMMISSION Republic of the Philippines

APPLICATION RECEIPT

APPLICATION NO. _____

Examination Applied For: Career Service Examination for Foreign Service Officer (CSE-FSO)

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.

Visit CSC website www.csc.gov.ph ~ Please continue at the Back Page ~

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	Application Requirements (Continued)
1. Citizenship - Applicants should be Filipino citizens and concurrently permanent residents of the Philippines. (Note: Pursuant to RA 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 of recognized standing. 3. Work Experience, or Further Studies - Applicants must possess at least two (2) years employment, or further studies, or a combination of both, after graduating from college or university. NOTE: Please check related Examination Announcement issued by the Department of Foreign Affairs (DFA)-Board of Foreign Service Examinations (BFSE) for additional and/or updates on admission requirements. APPLICATION REQUIREMENTS 1. Fully accomplished FSO Examination Application Form (available at the DFA website www.dfa.gov.ph; DFA main Office; DFA Consular Offices; or Philippine Embassies, Consulates and Missions abroad) 2. Fully accomplished Civil Service Form No. 100 (CSE-FSO) available at CSC website www.csc.gov.ph, and CSC Regional/Field Offices. This form shall serve as your admission to take the FSOE Qualifying Test. 3. Ten (10) 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 <i>bandana</i>, 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) NOTE: Please check related Examination Announcement issued by the DFA-BFSE for additional and/or updates on application requirements.	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 4. Copies of two (2) valid I. D. cards (the originals must be presented upon submission of application). 5. Photocopy of transcript of records, bearing the seal of the college or university from which the degree was obtained. In addition to the college transcript of records, those who have attended graduate school should submit a copy of transcript of records certified as true copy by the school. Transcript of records obtained from a foreign school should be certified as 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. 6. Photocopy of diploma (or certificate of graduation), bearing the seal of the college or university from which the degree was obtained. In addition to the college diploma, those who have attended graduate school should submit a copy of the diploma or certificate of graduation certified as true copy by the school. Any diploma or certificate of graduation obtained from a foreign school should be certified as 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. 7. Proof of past and present employment and further studies, if any 8. Photocopy of birth certificate issued by the Philippine Statistics Authority (PSA) - 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. 9. For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicant must secure from the Secretary of Foreign Affairs, through the Board of Foreign Service Examinations, authority to take the FSO Examinations. 10. Applicable examination fee which is non-refundable Applications must be submitted within the prescribed period to any of the following offices: - Board of Foreign Service Examinations Secretariat 2nd floor, DFA main Building 2330 Roxas Blvd., Pasay City - Consular Offices within and outside Metro Manila (see related Examination Announcement issued by the DFA-BFSE for the complete List of DFA Offices) - Philippine Embassies and Consulates or Missions abroad

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.