



71720

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

May 20, 2021

ADVISORY NO. 26, s. 2021

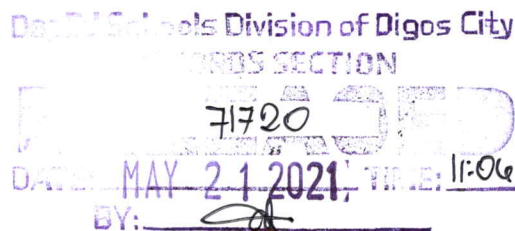
**FOREIGN SERVICE OFFICER EXAMINATION APPLICATION BY THE
DEPARTMENT OF FOREIGN AFFAIRS**

To: Public Schools District Supervisors
Education Program Supervisors Concerned
Secondary and Elementary School Heads

1. Relative to DepEd Region XI Unnumbered Memorandum received as of date via email, the field is hereby apprised to disseminate the information re: Foreign Service Officer Examination on August 22, 2021.
2. The deadline of submission of completed application forms is on May 27, 2021 through Ms. Karen G. Margallo, Records Officer, DFA Davao (SM City Ecoland) or to the nearest DFA Consular Office.
3. For further details of the examination, please refer to the attached announcement of the Department of Foreign Affairs Board of Foreign Service Examination (BFSE).
4. For information and dissemination.

CRISTY C. EPE
Schools Division Superintendent

Enclosed: As Stated.





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : Assistant Regional Director
Schools Division Superintendents/OIC-SDSs

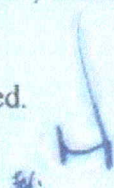
Subject: FOREIGN SERVICE OFFICER EXAMINATION
APPLICATIONS BY THE DEPARTMENT OF
FOREIGN AFFAIRS

Date : May 11, 2021

Herewith is a letter which was received by this Regional Office via email from the Department of Foreign Affairs Consular Office Davao announcing the holding of the 2021 Foreign Service Officer (FSO) Examination on August 22, 2021. One of the goals of this activity is to recruit candidates for appointment to the position of Foreign Service Officer Class IV.

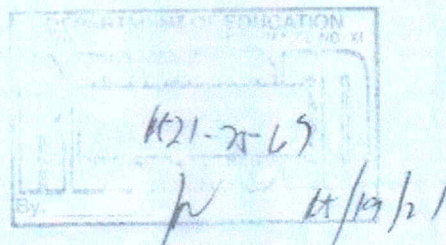
Attached are the application forms and instructions relative to the said examination. The completed application forms should be submitted to DFA Davao (SM City Ecoland) on or before May 27, 2021 through Ms. Karen G. Margallo, Records Officer, or to another DFA Consular Office near you.

For information and guidance of the concerned.


ALLAN G. FARNAZO
Director IV

Enclosed: As Stated.

ROA3/PS/ljtj

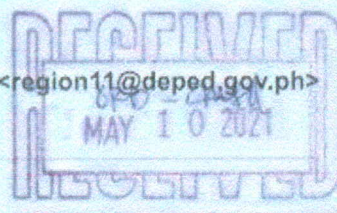


Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





DepEd XI Davao Region <region11@deped.gov.ph>



2021 Foreign Service Officer (FSO) Examination Applications

2 messages

Davao CO <davao.rco@dfa.gov.ph>

Fri, May 7, 2021 at 12:40 PM

To: Department of Tourism Davao <dotrdavao@gmail.com>, dojppa11 davao <dojppa11@gmail.com>, DTI - Region 11 <r11@dti.gov.ph>, PIA Region XI <pia.smindanao@gmail.com>, COMELEC ORED XI <comelec11@yahoo.com>, redo_region11@comelec.gov.ph, "ROY L. URSAL" <COAXI_ORD@yahoo.com>, CSC RO XI <cscroxi@gmail.com>, Dilg Rehiyon Onse <dilgregion11@yahoo.com>, CAAP DAVAO <caap_dia11@yahoo.com.ph>, DEPARTMENT OF BUDGET AND MANAGEMENT DAVAO CITY <dbm_ro11@dbm.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, BI Davao <bidavao@gmail.com>, OMBUDSMAN MINDANAO <ombudsman_mindanao@yahoo.com>, "JONATHAN V. BALITE" <nbisemrodavao@gmail.com>, "GOMER J. DY" <ltorxi@yahoo.com.ph>, POEA DAVAO <poea_davao@poea.gov.ph>, "SARA Z. DUTERTE-CARPIO" <cio@davaocity.gov.ph>, Office of the City Mayor Davao <davaocitymayor@gmail.com>, "ALLAN S. BORROMEO, CESO IV" <dpwhroxi.records@yahoo.com>, info@jmc.edu.ph, info@uic.edu.ph, USEP Career and Alumni Center <cac@usep.edu.ph>, "LARRY N. DIGAL, Ph D." <oc.upmindanao@upmindanao.com.ph>, president@usep.edu.ph, OWWA RWO XI <owwa_rwo11@yahoo.com>, bc_president@yahoo.com, DOLE 11 Region Davao <dole11regionalloffice@gmail.com>, contactus@addu.edu.ph, assumption@acd.edu.ph, president@cjc.edu.ph, eas.humanresource@gmail.com, "Msgr. Julius Rodulfa" <president@hcdc.edu.ph>, pwcofdavao@gmail.com, chariot_lafuente@umindanao.edu.ph, pio@usep.edu.ph

Greetings of Peace and Solidarity!

The Board of Foreign Service Examinations (BFSE), pursuant to the provisions of the Foreign Service Act (R.A. 7157) of 1991 and the Revised Administrative Code of 1987, announces the holding of the 2021 FOREIGN SERVICE OFFICER (FSO) EXAMINATION to recruit candidates for appointment to the position of Foreign Service Officer, Class IV on **22 August 2021**.

In view thereof, the Department would like to request your kind assistance in posting the announcement and giving out the application forms to the interested individuals. The completed application forms should be submitted to DFA Davao (SM City Ecoland) on or before **27 May 2021**, through **Ms. Karen G. Margallo**, Records Officer, or to another DFA Consular Office near you.

Enclosed are six (6) pages of the Announcement on the FSO Exams, two (2) pages of Civil Service Form No. 100 (to be printed on 8 ½ in. x 13 in. or legal size paper), four (4) pages (to be printed back-to-back on 8 ½ in. x 13 in. or legal size paper) of the 2021 FSO Exams Application Form to be accomplished by the prospective examinees, and an infographic you may use for posting. These documents may be reproduced as necessary. The Announcement and the Application Form may be downloaded from the DFA website (www.dfa.gov.ph).

Thank you for considering our request.

DFA Consular Office Davao



Department of Foreign Affairs (DFA) CONSULAR OFFICE - DAVAO

3rd Floor, SM City Ecoland, Quimpo Boulevard, Barangay Matina Aplaya, Davao City
Telephone Number: (082) 285-4885 | Fax Number: (082) 285-1681
Email: davao.rco@dfa.gov.ph | Website: www.dfa.gov.ph/consular-dfa.gov.ph



We appreciate your feedback. You may scan this QR code so you may be directed to Consular Office Davao's Internal Client Feedback Form.

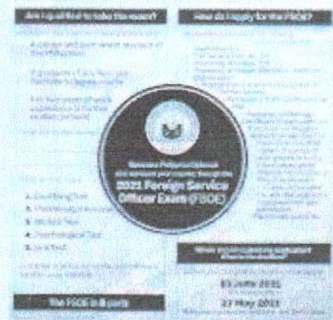
You may also access the said form through this URL:
<https://forms.gle/qDsn4BSkybfq76bA>

This transmission is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is confidential and may not be disclosed under applicable law. You are hereby notified that any dissemination, distribution or duplication of this transmission by someone

other than the intended addressee or its designated agent is strictly prohibited. If you have received this communication in error, please notify us immediately by return email and delete the original message. Thank you. This disclaimer may not be removed for any purpose.

Please consider the environment - do you really need to print this email?

2 attachments



2021-FSOE-Infographic .jpg
1395K



2021-FSOE-Announcement and Forms.pdf
842K

DepEd XI Davao Region <region11@deped.gov.ph>
To: Davao CO <davao.rco@dfa.gov.ph>

Sat, May 8, 2021 at 9:05 PM

Acknowledged.Thank you.
[Quoted text hidden]

**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
BOARD OF FOREIGN SERVICE EXAMINATIONS**

ANNOUNCEMENT

The Department of Foreign Affairs Board of Foreign Service Examinations (BFSE) announces the holding of the **2021 FOREIGN SERVICE OFFICER (FSO) EXAMINATIONS** to recruit candidates for appointment to the position of Foreign Service Officer, Class IV.

The FSO Examinations will test the examinees on their knowledge of the economic, political, and social conditions of the Philippines, facility in oral and written communications, and skills essential to the performance of the duties of a Foreign Service Officer.

Passers of the FSO Examination will be appointed as Foreign Service Officers, who must be willing and able to accept foreign or domestic assignments that the Department will require of them.

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

DUTIES OF A FOREIGN SERVICE OFFICER

The duties of a Foreign Service Officer include but are not limited to the following: gathering information, analyzing, and reporting on political, economic, technological, cultural, and other developments; drafting diplomatic notes and correspondences; preparing briefing papers and other policy papers for the Department and other government agencies; assisting in the conduct of international conferences; managing foreign service staff 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.

FSO EXAMINATION

The FSO Examination is composed of five (5) parts:

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

I. Qualifying Test – 22 August 2021 (Sunday)

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

The Qualifying Test will be held at testing centers in Bacolod City, Baguio City, Cagayan de Oro City, Cebu City, Davao City, Iloilo City, General Santos City, Legazpi City, Lucena City, Metro Manila, San Fernando City (La Union), City of San Fernando

(Pampanga), Tacloban City, Tuguegarao City, and Zamboanga City. **The BFSE reserves the right to modify this list.**

The Candidate must obtain a mark of at least 80% in the Qualifying Test (passing grade) in order to qualify for the Preliminary Interview.

II. Preliminary Interview – Date to be announced

The Preliminary Interview will be held after the results of the Qualifying Test are determined. Candidates will be interviewed by a Panel to evaluate their potential for becoming Foreign Service Officers.

The Preliminary Interview will be held in Metro Manila.

Candidates must obtain an overall rating of "Pass" from the Panel to qualify for the Written Test.

III. Written Test – Date to be announced

The Written Test covers the following six subjects with the corresponding weights:

1. English	20%
2. Filipino	5%
3. Philippine Political, Economic, Social and Cultural Conditions – Philippine history, culture, foreign policy, geography, government, development issues and goals	30%
4. International Affairs - Theory and practice of international economics and trade, international politics, international law and treaties	30%
5. World History	10%
6. Foreign Language – The examinee to choose from any of the following: Arabic, Bahasa Indonesia, Chinese, French, German, Japanese, or Spanish	5%

The Written Test will be conducted in the Department of Foreign Affairs, Pasay City.

Candidates must obtain at least a mark of 75% in the entire Written Test in order to qualify for the Psychological Test.

IV. Psychological Test – Date to be Announced

The Psychological Test will be held in Metro Manila after the results of the Written Test are determined.

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

V. Oral Test – Date to be Announced

The Oral Test will be held in Metro Manila after the results of the Psychological Test are determined. The Oral Test will assess the Candidate's oral skills, logical thinking, values, attitude and other behavioral indicators. Previous records, experiences, and conduct of examinees will also be considered in determining the Candidate's fitness and aptitude for foreign service work.

Candidates who obtain a transmuted score of at least 80% will be deemed to have passed the Oral Test.

Overall score in the FSO Examination

A Candidate must obtain a rating of at least 80% in the composite score of the FSO Examination Written Test and Oral Test in order to pass the FSO examination.

Applicants must pass the five (5) components of the FSO Examination in order to be considered eligible for appointment to the position of Foreign Service Officer, Class IV. A Candidate who passes the FSO Examination Qualifying Test shall not be allowed to defer any succeeding component of the FSO Examination. Moreover, an applicant who fails to show up for or does not take the succeeding components of the FSO Examination as scheduled shall be deemed to have failed the entire FSO Examination.

QUALIFICATIONS AND REQUIREMENTS

Applicants must meet the following requirements:

1. **Citizenship** – An Applicant must be a Filipino citizen. (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** – An Applicant must be a graduate of a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements (by 3 June 2021 if submitting to the DFA Main Office; by 27 May 2021 if submitting to a DFA Consular Office, Philippine Embassy, or Philippine Consulate-General) and must able to present when required 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 experience of employment or further studies or a combination of both, after graduating from college or university.

HOW TO APPLY

1. Fill out the FSO Examination application form (**to be printed on 8 ½ in. x 13 in. or legal size paper**) This form can be downloaded from the DFA website (www.dfa.gov.ph) or obtained from the DFA Main Office, the DFA Consular Offices (COs), or Philippine Embassies, Consulates, and Missions abroad.
2. Download and accomplish Civil Service Form No. 100 (**to be printed on 8 ½ in. x 13 in. or legal size paper**) from the CSC website: (<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/174-csform100-revised-2016.html>) 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:

DFA Offices	Submission Period
• BFSE Secretariat 2 nd Floor, DFA Main Building 2330 Roxas Blvd., Pasay City	03 May 2021 to 03 June 2021 (until 5:00 pm only)
• Consular Offices within and Outside Metro Manila	03 May 2021 to 27 May 2021 (until 5:00 p.m. only local time)

- | | |
|--|--|
| <ul style="list-style-type: none"> Philippine Embassy and Philippine Consulate-General or Philippine Mission abroad | |
|--|--|

Applications shall not be accepted beyond these deadlines.

4. Attach the following documents to the completed application form (*with the originals to be presented when required*):

- a. Photocopy of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended **graduate** school should submit a copy of the transcript of records certified as true copy by the said school, **in addition** to the college or university records. 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;
- b. Photocopy of diploma or certificate of graduation from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended graduate school shall submit a copy of the diploma or certificate of graduation certified as true copy by said school, in addition to the college diploma. Any diploma or certificate of graduation 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;
- c. Proof of past and present employment and further studies, if any;
- d. 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 Filipino citizens 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.
- e. For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicants must secure from the Secretary of Foreign Affairs, through the BFSE, authority to take the FSO Examinations.
- f. Seven (7) 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** (For photograph details, please refer to CSC webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

- g. Copies of two (2) valid identification cards (IDs).

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.

LOCATIONS OF DFA OFFICES

- DFA Main Office: Board of Foreign Service Examinations, 2nd Floor, Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City ° Tel. (02) 834-3080/ 3083 ° Email: bfse@dfa.gov.ph
- DFA NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 570-3230 ° Fax (02) 570-3231 ° Email: dfancreast@dfa.gov.ph
- DFA NCR-Central Office: Level 1, Lingkod Pinoy Center, Robinsons Galleria, Quezon City ° Tel (02) 631-0806 ° Fax (02) 631-0700 ° Email: dfancrcentral@dfa.gov.ph
- DFA NCR-West: 5/F, SM City Manila, Natividad Almeda-Lopez St. (formerly Concepcion St), Manila ° Tel (02) 536-9994 ° Fax (02) 536-9995 ° Email: dfancrwest@dfa.gov.ph
- DFA NCR-South: 4/F, Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa City ° Tel (02) 551-1051 ° Fax (02) 550-2697 ° Email: dfancrsouth@dfa.gov.ph
- DFA NCR-Northeast: Ali Mall Government Center, 2/F Ali Mall Cubao, Quezon City ° Tel (02) 293-0105 ° Email: dfancrneast@dfa.gov.ph
- DFA NCR-North: Level 3, 1 Lingkod Pinoy Center, Robinson's Place, Quirino Highway, Novaliches, Quezon City ° Tel (02) (02)3727902 ° Email: dfancrnorth@yahoo.com
- DFA Consular Office (CO) in Angeles: 3/F, MarQueen Mall, Pulung Maragul, Angeles City ° Tel. (045) 304-0193 ° Email: dfaclarksatellite@yahoo.com
- DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 434-4412675 ° Fax (034) 435-6358 ° Email: bacolod.rco@dfa.gov.ph; rcobacolod@gmail.com
- DFA CO Baguio: Upper Basement, SM City Baguio, Luneta Hill, Baguio City ° Tel (074) 422-2258, (074) 422 -1465 ° Fax (074) 442-2255 ° 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) 342-7822 ° Fax (085) 342-5700 ° Email: butuan.rco@dfa.gov.ph; dfabutuan@yahoo.com
- DFA CO Cagayan de Oro: 3/F Centrio Mall, cor. Corrales and Recto Sts., Brgy. 24, Cagayan de Oro City ° Tel. (088) 858-6565, (088) 857-2175 ° Fax (088) 857-2175 ° Email: cdo.rco@dfa.gov.ph; rco.cdo@gmail.com
- DFA RCO Calasiao: 2/F Robinsons Place-Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan 2418 ° Tel. (075) 632-7705, 632-7932 ° Fax (075) 632-7892 ° Email: rcocalasiao@yahoo.com
- DFA CO Cebu: 4th Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City ° Tel. (032) 520-5898, 520-6193 ° Fax (032) 520-6550 ° Email: dfacebu@yahoo.com; cebu.rco@dfa.gov.ph, dfacebu@dfa.gov

- DFA CO Cotabato: People's Palace, City Hall, Cotabato City ° Tel. (064) 421-3495, 421-3878 ° Fax (064) 421-3495 ° Email: rcoctabato@yahoo.com
- DFA CO Davao: 3/F, SM City Davao, Quimpo Blvd., Ecoland, Brgy. Malina, Davao City ° Tel. (082) 285-4885, 285-1900 ° Fax (082) 285-1727, 2851552, ° Email: mindanao@dfa.gov.ph; davao.rco@dfa.gov.ph
- DFA RCO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200° Tel. (035) 532-0024; (035) 532-0019 ° Fax ° Email: rcodumaguete@gmail.com
- DFA CO General Santos: GF Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel. (083) 553-8380, 826-9089 ° Fax (083) 554-2742 ° Email: rco.gsc@gmail.com; generalsantos.rco@dfa.gov.ph
- DFA CO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 337-8017, (02) 335-0221 ° Fax (033) 335-0221 ° Email: iloilo.rco@dfa.gov.ph
- DFA CO La Union: Pasado Building, Pagdalagan Norte, San Fernando, La Union ° Tel (072) 607-6487, 607-6510 ° Fax (072) 607-6491 ° Email: dfa_launion@yahoo.com; 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) 480-3000, 820-3396 ° Fax (052) 480-1773 ° Email: dfa.legazpi@yahoo.com; legaspi.rco@dfa.gov.ph
- DFA CO Lipa: 2/F Robinson Place, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Fax (043) 722-0590 ° Email : dfa.rco.batangas@gmail.com; batangas.rco@dfa.gov.ph
- DFA CO Lucena: 3/F, Pacific Mall Lucena, M.L. Tagarao St.,Barangay III, Lucena City ° Tel. (042) 710-4526, 373-1119 ° Fax (042) 373-1898 ° Email lucena.rco@dfa.gov.ph; dfarcolucena@gmail.com
- DFA CO Pampanga: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tels. (045) 636-0007, 636-0009 ° Fax No. (045) 636-0010 ° Email: rcopampanga@yahoo.com; pampanga.rco@dfa.gov.ph
- DFA CO Puerto Princesa: 2/F Robinsons Place Palawan, National Highway, Barangay San Manuel, Puerto Princesa City ° Tel. (048) 434-1773 ° Email: dfarcopprincesa@gmail.com; puertoprincesa.rco@dfa.gov.ph
- DFA CO Tacloban: Leyte SMED Center, Capitol Site, Sn. Enage, Tacloban City ° Tel. (053) 321-8233, (053) 523-0080 ° Fax (053) 321-8237 ° Email : dfa_tac@yahoo.com; tacloban.rco@dfa.gov.ph
- DFA CO Tuguegarao: Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley ° Tel (078) 846-4813, 846-1482 ° Fax (078) 846-2310 ° Email: dfa.tuguegarao@yahoo.com
- DFA CO Zamboanga: Go-Velayo Building, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398, (062) 991-2202 ° Fax (062) 991-7958 ° Email: rcozambo@yahoo.com; rcozamboanga@yahoo.com

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

APPLICATION FOR THE 2021 FOREIGN SERVICE OFFICER EXAMINATIONS

INSTRUCTIONS:

1. All questions must be answered fully in the applicant's own handwriting in "**BLACK INK PEN**", with all blanks filled-in. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, please write N/A. **PLEASE WRITE LEGIBLY.**
2. The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
3. If more space is needed for the answers to some questions, the applicant may use a clean sheet of **8 1/2 in. x 13 in. (long bond) paper**. Follow the same format as in the application form and number the answers accordingly.
4. The completed and notarized application form should be submitted as follows:
 - For those submitting their documents to the BFSE Secretariat, DFA Main Office, Manila: one (1) duly filled out **NOTARIZED APPLICATION FORM** with attachments;
 - For those submitting their documents to a DFA Consular Office or to a Philippine Embassies/Consulates:
 - a. one (1) duly accomplished **NOTARIZED APPLICATION FORM** with attachments and
 - b. one (1) photocopy of the complete set of documents.
5. Application forms shall be filled out by the applicants and submitted in person not later than **27 May 2021 until 5:00 PM only, local time** at any Consular Office or Philippine Embassy or Consulate abroad, and not later than **03 June 2021 until 5:00 p.m. only** at the DFA Main Office. **Applications shall no longer be accepted beyond the set deadlines.**
6. Incomplete application forms shall not be accepted.
7. 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.
8. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.

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

NOTE: The Career Service Examination for Foreign Service Officer (CSE-FSO) shall serve as the Foreign Service Officer Examination – Qualifying Test and shall be conducted in collaboration with the Civil Service Commission (CSC). Those who pass the CSE-FSO shall be conferred the Career Foreign Service Officer Eligibility by the CSC and shall qualify for the next phase of the FSO Examination.

1. Name: _____

Surname

First Name

Middle Name

Name Extension (Jr/Sr/II)
2. Place of birth: _____ Date of birth: _____
Age: _____ Sex: _____
Citizenship(s): _____ Religion: _____
3. Civil Status: _____
If Married, name of spouse: _____

Surname

First Name

Middle Name

Citizenship(s) of spouse: _____
 - In case of a Muslim, please enumerate name and citizenships of all spouses (Use a separate sheet if necessary)
 - In case of a foreigner spouse, the application will be brought to the attention of the Secretary of Foreign Affairs, for approval. Additional documentary requirements may be required from the applicant.
4. Home address: _____
Period of Residency: From _____ To _____
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)

Agency/Office	Position/Job Title	Government	Private	None
		Length of Experience in Present Employment	Status of Employment	

7. Previous Employment: (Use a separate sheet if necessary)

Agency/Office	Address	Position/Job Title	Length of Experience in Present Job/Position	Reason for Leaving

8. Civil Service / Board / Bar / Other Government Examinations Passed (Use a separate sheet if necessary)

Name of Examination	Rating	Date of Examination	Place of Examination

9. Character References: Give the names of three (3) Filipino citizens of good standing who can vouch for your good moral character (exclude relatives).

NAME	ADDRESS/TELEPHONE OR MOBILE NO.	OCCUPATION

10. Have you ever been accused of, indicted, or tried, for violation of any law, ordinance, or regulation, before any court, military or police tribunal, or other similar authority? ☐ Yes ☐ No

If yes, give the date of the complaint or indictment and state fully the nature of the offense. A certified copy of the order or decision of the court or tribunal shall be submitted with this application.

11. In case you pass the Foreign Service Officer Examinations, are you able to assume your position within one (1) year after you have been notified of your appointment as FSO IV by the President of the Philippines, and do you agree that refusal or failure to do so within the specified period shall result in the dropping of your name from the roster of eligible applicants?

☐ Yes ☐ No

12. In case you are appointed as a Foreign Service Officer, are you willing and able to accept assignment to any post where your services may be required? ☐ Yes ☐ No

13. For applicants with more than one citizenship. In case you pass the Foreign Service Officer Examinations, shall you subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce your allegiance to all other countries?

☐ Yes ☐ No ☐ Not Applicable

14. Have you taken the Foreign Service Officer Examinations before? ☐ Yes ☐ No

If yes, state how many times you have taken the following FSO component examinations and the dates of those examinations. (Use a separate sheet if necessary)

1. Qualifying Test _____
2. 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.

- ☐ Arabic ☐ Bahasa Indonesia ☐ Chinese ☐ 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 | ☐ Puerto Princesa City |
| ☐ Baguio City | ☐ Iloilo City | ☐ Tacloban City |
| ☐ Cagayan de Oro City | ☐ Lipa City | ☐ Tuguegarao City |
| ☐ Calasiao, Pangasinan | ☐ Legazpi City | ☐ San Fernando City, La Union |
| ☐ Cebu City | ☐ Lucena City | ☐ City of Sn Fernando, Pampanga |
| ☐ Davao City | ☐ Metro Manila | ☐ Zamboanga City |

17. From where/whom did you first learn about the 2020 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 (*with the originals to be presented upon submission*):

- ☐ Download and fill out Civil Service Form No. 100 (*to be printed on 8 1/2 in. x 13 in. or legal size paper*) from the CSC website: (<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/174-csform100-revised-2016.html>) The CSC form shall serve as your admission to take the CSE-FSOE Qualifying Test.
- ☐ Photocopy of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended **graduate** school should submit a copy of the transcript of records certified as true copy by the said school, **in addition** to the college or university records. 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;
- ☐ Photocopy of diploma or certificate of graduation from the college or university from which the degree was obtained, bearing the seal of the college or university. An applicant who has attended graduate school shall submit a copy of the diploma or certificate of graduation certified as true copy by said school, in addition to the college diploma. Any diploma or certificate of graduation 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;
- ☐ Proof of past and present employment and further studies, if any;

- ☐ Photocopy of birth certificate issued by the Philippine Statistics Authority

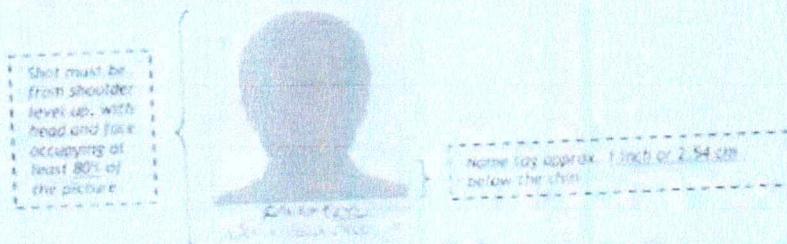
For Filipinos born abroad: Report of Birth at Post may be submitted in case no birth record is available at the PSA. The Report of Birth should be duly authenticated by the issuing Post. A certification of non-availability of birth certificate from the PSA should be submitted along with the Report of Birth.

- ☐ For a Filipino citizen with dual or multiple citizenships: a notarized affidavit stating that, upon passing the examination, the applicant intends to renounce his/her oath of allegiance to his/her other countries of citizenship. He/she must also submit a notarized affidavit stating that he/she is a permanent resident of the Philippines.

- ☐ For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicants must secure from the Secretary of Foreign Affairs, through the BFSE, authority to take the FSO Examinations.

- ☐ Seven (7) colored photographs: 4.5cm and 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** (For photograph details, please refer to CSC webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and.

Photograph format:



(For photograph details, please refer to Civil Service Commission (CSC) webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and.

- ☐ Photocopy of two (2) valid identification cards (IDs).

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



APPLICATION FOR CIVIL SERVICE EXAMINATION

To be filled-out by Applicant

Examination Applied For:

Mode: ☐ Pan 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:

☐ OIBAR ☐ E-Retakers ☐ EDQIS

ID PHOTO

(see 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". All applications must be filed PERSONALLY by applicant.

A. PERSONAL INFORMATION

NAME (Last Name) (First Name) (Ext. Name, e.g. Jr./Sr./Any) (Middle Name) (M.I.)
(e.g. De La Paz = D. P. or De P. De La 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 ☐ DoctorateCompletion: ☐ 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 copies 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 _____
--	--

APPLICATION RECEIPT

APPLICATION NO. _____

Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer _____	Examination Applied For: Mode ☐ PPT ☐ COMEX Title ☐ Professional ☐ SubProfessional ☐ Others _____ DATE: _____ TIME: _____ PLACE: _____ Signature over Printed Name of Processor _____ Date Received / Processed _____
--	--

ID PHOTO

(see Specifications at the back)

To be filled-out by Applicant

Applicant's Name: _____ Sex: ☐ Male ☐ Female Date of Birth (mm/dd/yyyy): _____ Signature: _____	First Name Middle Last Name Ext. Name (e.g. Jr./Sr./Any)
---	--

REMINDER: GATES OF EXAMINATION VENUES SHALL BE CLOSED TO EXAMINEES AT 7:30 A.M. ON EXAMINATION DAY.

- Please continue at the Back Page -

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	APPLICATION REQUIREMENTS
- Must be Filipino citizen; - Must be of good moral character; - Must have not been convicted by final judgment of an offense or crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, examination irregularity, drunkenness or addiction to drugs; - Must have not been dishonorably discharged from military service or dismissed for cause from any civilian positions in the government; and - For Career Service Examination applicants: - must be at least 18 years of age on the date of filing of application; - 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.	- Fully accomplished Application Form (CS Form No. 100 Revised September 2016); - 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 - 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). - 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). - 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. - 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

5. Blank ballpoint

Am I qualified to take the exam?

Applicants must meet the following requirements:

- ☒ A citizen and permanent resident of the Philippines
- ☒ A graduate of any four-year Bachelor's degree course
- ☒ Has two years of work experience or further studies (or both)

The age limit has been removed.

FSOE has five phases:

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

An average of 80% in the Written and Oral test is needed to pass the FSOE.

The FSOE in 5 parts

How do I apply for the FSOE?

Applicants must submit the following:

- Application form
- Civil Service Form No. 100
- Photocopy of college TOR
- Photocopy of college diploma or certificate of graduation
 - Proof of past or present employment or further studies
- Photocopy of birth certificate from PSA
- Photocopy of Marriage Certificate (if applicable) and if married to a foreigner, authority to take the FSO Exams from the BFSE
 - Seven (7) pieces of photographs (4.5cm x 3.5cm) taken within three (3) months prior to filing of application
 - Copies of two valid IDs, with the original IDs to be presented upon submission
- Php 500 admission fee



Become a Philippine Diplomat
and represent your country through the

**2021 Foreign Service
Officer Exam (FSOE)**

**Where should I submit my application?
When is the deadline?**

Submit your complete applications on or before:

03 June 2021

DFA Manila Office

27 May 2021

Philippine Embassies, Missions, and Consulates