



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BOARD OF FOREIGN SERVICE EXAMINATIONS

A N N O U N C E M E N T

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 **2023 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 five (5) parts:

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

I. Qualifying Test – 05 February 2023 (Sunday)

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

It shall be held at testing centers¹ in Bacolod City, Baguio City, Cagayan de Oro City, 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.

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

II. Preliminary Interview - Date to be announced

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

The Preliminary Interview will be held in Metro Manila.

Candidates must obtain an overall rating of 75.1% from the panel to qualify for the Written Test.

III. Written Test - Date to be announced

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

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

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

IV. Psychological Test - Date to be announced

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

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

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

V. Oral Test - Date to be announced

The Oral Test shall be held in Metro Manila after the results of the Psychological Test are released. It includes an assessment of the candidate's oral skills, logical thinking, values, and attitude. Previous records, experiences, and conduct of examinees shall also be considered in determining the candidate's fitness and aptitude for foreign service work.

Candidates who obtain an average score of at least 80% shall be deemed to have passed the Oral Test.

Overall score in the FSO Examination

A candidate must obtain a rating of 80% or higher from the composite score in the Written Test and Oral Test to pass the FSO examination.

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

Any applicant who passed the Qualifying Test shall not be allowed to defer any of the succeeding portions of the FSO Examination. Moreover, an applicant who fails to show up for or does not take the succeeding phases of the FSO Examination as scheduled shall be deemed to have failed the entire examination.

QUALIFICATIONS AND REQUIREMENTS

Applicants must meet the following requirements:

1. **Citizenship** – Applicants must be Filipino citizens and concurrently permanent residents of the Philippines. (*Note: Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSO Examinations and have more than one citizenship shall subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce their oath of allegiance to any other country, prior to assumption of office.*)
2. **Education** – Applicants must be graduates of a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements, and they must present the transcript of records and either the diploma, certificate of graduation, or its equivalent, from a college or university 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.

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 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: (<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:

	Submission Period*
BFSE Secretariat 2 nd Floor, DFA Main Building 2330 Roxas Blvd., Pasay City	13 October to 25 November 2022 (until 5:00 pm only)
Consular Offices within and Outside Metro Manila	13 October to 18 November 2022 (until 5:00 pm only)
Philippine Embassies, Consulates, or Missions Abroad	

* Applications shall not be accepted beyond these deadlines.

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

- 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 for Foreign Affairs, through the BFSE, authority to take the FSO Examinations.
- f. Ten (10) 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
- g. Copies of two (2) valid identification cards (IDs). The originals must be presented upon submission of documents.

Applications with incomplete documentary requirements shall not be accepted. A non-refundable admission fee of **five hundred pesos (P500.00)** shall be collected once the application form and supporting documents are inspected and accepted by the concerned DFA office.

LIST OF DFA OFFICES

DFA Main Office: Board of Foreign Service Examinations, 2nd Floor, Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City ° Tel. (02) 8834-3080/ 3083 ° Email: bfse@dfa.gov.ph

DFA NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 82342478 / (02) 82345062 ° Email: ncreast@dfa.gov.ph

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

DFA NCR-West: 5/F, SM City Manila, Natividad Almeda-Lopez St. (formerly Concepcion St) corner San Marcelino St., Ermita, Manila ° Tel (02) 8536-9995 ° Email: ncrwest.so@dfa.gov.ph

DFA NCR-South: 4/F, Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa

City ° Tel (02) 8551-1051 ° Email: dfancrsouth@gmail.com

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

DFA NCR-North: Level 3, 1 Lingkod Pinoy Center, Robinson's Place, Quirino Highway, Novaliches, Quezon City ° Tel (02) 8372-7902 ° Email: ncrnovaliches.so@dfa.gov.ph

DFA Consular Office (CO) in Angeles: 3/F, MarQueen Mall, Pulung Maragul, Angeles City ° Tel. (045) 304-0193 ° Email: angeles.rco@dfa.gov.ph, rco-angeles@oca.dfa.gov.

DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 4412675 ° Email: bacolod.rco@dfa.gov.ph

DFA CO Baguio: Upper Basement, SM City Baguio, Luneta Hill, Upper Session Road, Baguio City ° Tel (074) 422-1465 ° Email: rco_baguio@yahoo.com; baguio.rco@dfa.gov.ph

DFA CO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 8155571 ° 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 RCO 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 Cebu: 4th Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City ° Tel. (032) 520-5898° Email: cebu.rco@dfa.gov.ph

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

DFA CO Davao: 3/F, SM City Davao, Ecoland, Quimpo Blvd., Ecoland, Brgy. Malina, Davao City ° Tel. (082) 285-4885, 285-1900 ° Email: 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 ° 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 La Union: 2/F CSI Mall, Biday, City of San Fernando, La Union ° Tel (072) 8896303 ° 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) 480-3000, 201 9368 ° Email:

legazpi.rco@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; dfarcolucena@gmail.com

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 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 Tacloban: 3rd Level, Robinsons North Tacloban, Abucay, Tacloban City ° Tel. (053) 832-0889, (+63)9178457137 ° Email: tacloban.rco@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 Go-Velayo Building, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398 ° Email: zamboanga.rco@dfa.gov.ph