



Republic of the Philippines
Cagayan State University
Caritan Sur, Tuguegarao City 3500, Cagayan

OFFICE OF THE VICE-PRESIDENT FOR PARTNERSHIP AND RESOURCE MOBILIZATION

November 5, 2018

Alumni – Cagayan State University

Sir/Madam:

Greetings!

The Department of Foreign Affairs (DFA) is at present recruiting candidates for the position of Foreign Service Officer (FSO) Class IV in 2019.

Foreign Services Officers are in charge of promoting and protecting the interests of the Philippines and the Filipino people at home and in the 88 Philippine Foreign Service Posts. Their duties include drafting reports, correspondences, position papers, talking points, legal opinions or agreements; attending local and international meetings and conferences; coordinating with government agencies and diplomatic missions; handling assistance-to-nationals cases; preparing consular and diplomatic duties; and supervision of staff at the Home Office and at Posts.

To be eligible for appointment as an FSO, a candidate has to pass the FSO Examinations. This requirement is designed to evaluate the applicants' knowledge of Philippine economic, political and social conditions; facility in oral and written communications; and ability to perform the duties of a Foreign Service Officer. The exams are conducted as a series of tests, namely the (1) Qualifying Test, (2) Preliminary Interview, (3) Written Test, (4) Psychological Tests and (5) Oral Test.

The Qualifying Test will be held on Sunday, 27 January 2019 at designated testing centers all over the country. The schedule for subsequent exams will be announced accordingly.

Interested applicants may submit their applications to the BFSE Secretariat until 06 December 2018; or to Consular NCR Satellite Offices located in various malls and Consular Offices located outside Metro Manila; and or Philippine Embassies and Consulates abroad until 29 November 2018.



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The BFSE Secretariat can be reached through 834-3080; 834-3083; 834-4925; email bfse@dfa.gov.ph or check <https://dfa.gov.ph/fsoexams>.

All the details above-mentioned were provided by DFA Assistant Board Secretary Jim G. Minglana.

Please be guided accordingly. Thank you and God bless us all!

Respectfully yours,

MARY JOY A. BORJA, DPA

Director, Alumni Relations & Placement Services



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BOARD OF FOREIGN SERVICE EXAMINATIONS

18601

05 OCT 2018

Dear Director Borja,

The Department of Foreign Affairs requests your kind assistance in disseminating among the University's students and alumni our invitation for applicants to the position of Foreign Service Officer (FSO) Class IV in 2019.

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The BFSE Secretariat can be reached through 834-3080; 834-3083; 834-4925; email bfse@dfa.gov.ph, or <https://dfa.gov.ph/fsoexams>.

We hope you can accommodate our request. Thank you for your attention and your support for the work of the Department of Foreign Affairs.

Sincerely yours,


JIM G. MINGLANA
Assistant Board Secretary

DIRECTOR MARY JOY A. BORJA, DPA
Director, Alumni and Placement Services
Office of the Vice President for Partnership & Resources
Cagayan State University, Caritan Highway
Tuguegarao, Cagayan

The Preliminary Interview shall be held in Metro Manila.

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

ANNOUNCEMENT

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 **2019 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 shall 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 staff; 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; and
- (5) Oral Test.

I. Qualifying Test – 27 January 2019 (Sunday)

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

The Qualifying Test shall 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, depending on the number of applicants at the testing center.

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

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 should 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
<ul style="list-style-type: none"> • BFSE Secretariat 2nd Floor, DFA Main Building 2330 Roxas Blvd., Pasay City 	8 October 2018 to 6 December 2018 (until 5:00 pm only)
<ul style="list-style-type: none"> • Consular Offices within and Outside Metro Manila • Philippine Embassies and Consulates or Missions Abroad 	8 October 2018 to 29 November 2018 (until 5:00 p.m. only local time)

Applications shall not be accepted beyond these deadlines.

4. Attached 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 of 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) 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: dfancrnortheast@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, Marquee 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: rcocotabato@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: dfarcoprincesa@gmail.com; puertoprincipesa.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

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

APPLICATION FOR THE 2019 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 **29 November 2018 until 5:00 PM only, local time** at any Consular Office or Philippine Embassy or Consulate abroad, and not later than **06 December 2018 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) ☐ Government ☐ Private ☐ None

Agency/Office	Position/Job Title	Length of Experience in Present Employment	Status of Employment

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

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

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

Name of Examination	Rating	Date of Examination	Place of Examination

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

NAME	ADDRESS/TELEPHONE OR MOBILE NO.	OCCUPATION

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

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

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

☐ Yes ☐ No

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

13. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, shall you subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce your allegiance to all other countries? ☐ Yes ☐ No ☐ Not Applicable

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

If yes, state how many times you have taken the following 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.**

- | | | | |
|------------------------------|----------------------------------------|-------------------------------|------------------------------|
| <input type="radio"/> Arabic | <input type="radio"/> Bahasa Indonesia | <input type="radio"/> Chinese | <input type="radio"/> French |
| <input type="radio"/> German | <input type="radio"/> Japanese | <input type="radio"/> Spanish | |

16. Please check the testing center where you intend to take the Qualifying Test.

NOTE: If the intended testing area is outside Metro Manila, kindly indicate your 1st and 2nd choice, in case only a few applicants choose that area. BFSE shall notify the applicant as soon as the testing areas are finalized.

- | | | |
|--------------------------------------------|-------------------------------------------|-----------------------------------------------------|
| <input type="radio"/> Bacolod City | <input type="radio"/> General Santos City | <input type="radio"/> Puerto Princesa City |
| <input type="radio"/> Baguio City | <input type="radio"/> Iloilo City | <input type="radio"/> Tacloban City |
| <input type="radio"/> Cagayan de Oro City | <input type="radio"/> Lipa City | <input type="radio"/> Tuguegarao City |
| <input type="radio"/> Calasiao, Pangasinan | <input type="radio"/> Legazpi City | <input type="radio"/> San Fernando City, La Union |
| <input type="radio"/> Cebu City | <input type="radio"/> Lucena City | <input type="radio"/> City of Sn Fernando, Pampanga |
| <input type="radio"/> Davao City | <input type="radio"/> Metro Manila | <input type="radio"/> Zamboanga City |

17. From where/whom did you first learn about the 2019 Foreign Service Officer (FSO) Examinations? Please put a check mark on the space beside all applicable answer/s.

- | | | |
|-----------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> DFA website | <input type="checkbox"/> DFA employees | <input type="checkbox"/> Newspaper advertisement/s |
| <input type="checkbox"/> CSC/PIA or other official Government website | <input type="checkbox"/> Friends/relatives | <input type="checkbox"/> I have taken the exam before |
| <input type="checkbox"/> Blogs/unofficial websites | <input type="checkbox"/> Others (please specify) _____ | |

18. What is your main reason/motivation for taking the FSO Examination? Please put a check mark on the space beside your corresponding answer. If you have more than 1 answer, rank them from 1-5 with 1 as the main reason.

- | | |
|------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Pursue a career in the government | <input type="checkbox"/> Academic background/training |
| <input type="checkbox"/> Opportunity to work overseas | <input type="checkbox"/> Explore opportunities for professional growth |
| <input type="checkbox"/> Others (please specify) : _____ | |

I understand that the BFSE reserves the right not to conduct the Qualifying Test in any of the above-mentioned testing centers, depending on the number of qualified examinees thereat.

I hereby agree to pay a non-refundable admission fee of ₱500.00 upon acceptance of my application.

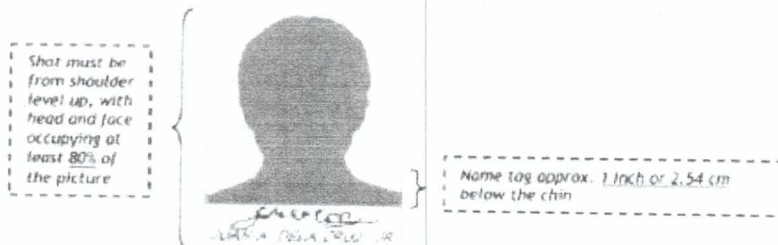
I hereby attach the following documents/requirements as integral parts of this application:

- ☐ 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.
- ☐ 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.
- ☐ 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,

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,

- ☐ Copies of two (2) valid identification cards (IDs), with the originals to be presented upon submission.

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 ☐ Pen and Paper Test (PPT)
☐ Computerized Examination (COMEX)
 Title ☐ CSE-Professional ☐ CSE-SubProfessional
☒ Others CSE-FSOE

Last Examination Taken: (for Career Service Examination Applicants only)

☐ CSE-Professional ☐ CSE-SubProfessional

Date of Exam (mm/dd/yyyy)

For CSC Processor ONLY

CSC Regional Office

Date of Examination (mm/dd/yyyy)

Place of Examination

Verified against:

☐ DIBAR ☐ E-Retakers ☐ EDQIS

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./if any) (Middle Name) (MI.)
 (e.g. De La Paz - D. P., or DLP; De La Paz - D. P., or DLP)

AGE DATE OF BIRTH (mm/dd/yyyy) SEX ☐ Male ☐ Female PLACE OF BIRTH (City/Municipality) (Province)

CITIZENSHIP MOTHER'S MAIDEN NAME (Last Name) (First Name) (Middle Name)

COMPLETE PERMANENT MAILING ADDRESS ZIP CODE

HEIGHT (meters) WEIGHT (kg) CIVIL STATUS ☐ Single ☐ Married ☐ Others OTHER DATA ☐ Pregnant ☐ Person with Disability, please specify

MOBILE NUMBER (Required) TELEPHONE NUMBER (include Area Code) E-MAIL ADDRESS (Required)

HIGHEST EDUCATIONAL ATTAINMENT

Level of Education: ☐ Elementary ☐ High School ☐ College ☐ Master's ☐ Doctorate

Completion: ☐ Not Graduated ☐ Graduated If not graduated, highest Year/Level/Units earned: _____
 If graduated, date of Graduation/Completion (mm/dd/yyyy): _____ Honors received: _____

Complete Title of Course/Degree (for College, Master's, Doctorate): _____ Major: _____

Name and Address of School Attended: _____ Inclusive years: _____ (from-to)

B. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY

Title of Examination Passed / Title of Eligibility Granted	Rating Obtained	Date of Examination / Date Eligibility Granted	Place of Examination

C. PRESENT EMPLOYMENT

☐ Government ☐ Private ☐ Non-government Organization ☐ Self-Employed ☐ Unemployed

Agency/Office	Address	Position/Job Title	No. of Years in Present Position/Job	Status of Appointment/ Employment

D. ADDITIONAL INFORMATION

1. Have you ever been dismissed from the military/civil service for cause, or found guilty of crime involving moral turpitude, or of infamous, disgraceful or immoral conduct, drunkenness or addiction to drugs, or of an offense relative to, or in connection with, the conduct of a civil service examination?
 YES ☐ NO ☐ IF YES, attach copy/ies of decision/s.

2. Pursuant to the Indigenous People's Act (RA 8371), are you a member of any indigenous group? YES ☐ NO ☐
 If YES, please specify: _____

DO NOT FILL-OUT THE SHADED PORTION. (FOR CSC PROCESSOR ONLY).

Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer: _____	Identification/Other Documents Presented: _____ Details: _____ ACTION TAKEN: APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Reason: _____ Signature over Printed Name of Processor / Date
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APPLICATION RECEIPT

APPLICATION NO. _____

Date: _____ O.R. No. _____ Amount: _____ Name of Collecting Officer: _____	Examination Applied For: Mode <input type="checkbox"/> PPT <input type="checkbox"/> COMEX <input type="checkbox"/> Professional <input type="checkbox"/> SubProfessional <input checked="" type="checkbox"/> Others DATE: _____ TIME: _____ PLACE: _____ Signature over Printed Name of Processor Date Received / Processed
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ID PHOTO

(see Specifications at the back)

To be filled-out by Applicant

Applicant's Name: _____ First Name _____ MI _____ Last Name _____ Ext. Name (e.g. Jr./Sr./if any) _____

Sex ☐ Male ☐ Female Date of Birth (mm/dd/yyyy): _____

Signature: _____

E. DECLARATION

I declare under oath that I personally accomplished this application form, and I certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I declare that I meet and am compliant with all the admission requirements for the examination for which this application is filed.

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

I therefore agree that, in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited. I further agree that any misrepresentation made in this document shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me.

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

Signature over Printed Name of Applicant

Right Thumbmark

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

Signature over Printed Name of Administering Officer

Office / Position

ADMISSION REQUIREMENTS	APPLICATION REQUIREMENTS
<ol style="list-style-type: none">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; andFor Career Service Examination applicants:<ol style="list-style-type: none">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. <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>For specific admission requirements of other examinations, please see related Examination Announcement.</p>	<ol style="list-style-type: none">Fully accomplished Application Form (CS Form No. 100 Revised September 2016);Four (4) pieces of identical I.D. pictures with specifications, as follows:<ul style="list-style-type: none">taken within the last three (3) months prior to filing of applicationPhilippine 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 paperin 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 earstaken in full-face view directly facing the camera, with neutral facial expression and both eyes openwith 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 anyOriginal 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

- This Application Receipt and/or Notice of School Assignment
- Black ballpen/s