

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

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

The Board of Foreign Service Examinations, 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 **2016 FOREIGN SERVICE OFFICER (FSO) EXAMINATION** to recruit candidates for appointment to the position of Foreign Service Officer, Class IV.

Applicants for the examination must be knowledgeable on the economic, political and social conditions of the Philippines, and must possess not only facility in oral and written communications but the personality traits essential to the performance of the duties of Foreign Service Officers. They must also be willing and able to accept assignments to any post where their services may be required.

Applicants are advised to check the eligibility requirements to ensure that they meet each of them. 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 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 offices of government 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 and trade; bringing in foreign investments and promoting 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 – 07 August 2016**

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

The testing centers are 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 City (Pampanga), Tacloban City, Tuguegarao City, and Zamboanga City. The BFSE reserves the right to modify the list of testing centers depending on the number of applicants at any testing center.

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

## II. Preliminary Interview – To be announced

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

The Preliminary Interview shall be held in Metro Manila. However, the Board reserves the right to conduct the Preliminary Interview outside Metro Manila depending on the number of qualified candidates.

Candidates must obtain an overall rating of "PASS" from the panel in order to qualify for the Written Test.

## III. Written Test – 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 - Arabic, Bahasa Indonesia, Chinese, French, German, Japanese, or Spanish	5%

The testing center for the Written Test is the Department of Foreign Affairs, Manila. However, the Board reserves the right to also conduct the Written Test outside Metro Manila depending on the number of qualified candidates.

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

## IV. Psychological Test – To be Announced

The Psychological Test shall be held in Manila after the results of the Written Test have been determined.

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

## V. Oral Test – To be Announced

The Oral Test shall be held in Manila after the results of the Psychological Test have been determined. The Oral Test shall include 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 a transmuted score of at least 80% shall be deemed to have passed the Oral Test. A candidate must garner a composite rating of 80% or higher in the Written Test and Oral Test in order to pass the FSO examination

Applicants are required to pass the five (5) sequential parts of the FSO Examination within the prescribed time frame in order to be considered eligible for appointment to the position of Foreign Service Officer, Class IV. Any applicant who passes the Qualifying Test will 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 phase of the FSO Examination as scheduled shall be deemed to have failed the entire examination.

## QUALIFICATIONS AND REQUIREMENTS

Applicants shall meet the following requirements:

1. **Citizenship** – Applicants should be natural-born Filipino citizens and concurrently permanent residents of the Philippines. Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSO Examinations with 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. **Age** – Applicants should not be more than thirty-five (35) years of age on the day of the Qualifying Test or on 07 August 2016. The maximum age limit, however, does not apply to those who have been employed in the Department of Foreign Affairs or Foreign Service Institute for at least two years prior to the date of the FSO Qualifying Test and who meet the other qualifications required of candidates for the examination.
3. **Education** – Applicants should have graduated from a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements, and shall present the transcript of records, and either the diploma, certificate of graduation or its equivalent, from a college or university of recognized standing.
4. **Work Experience or Further Studies** – Applicants should have undergone at least two (2) years employment or further studies or a combination of both after graduating from college or university.

## HOW TO APPLY

1. Application forms (**to be printed in 8 ½ in. x 13 in. or long bond paper**) may be obtained by the following means:
  - a. Downloaded from the DFA website ([www.dfa.gov.ph](http://www.dfa.gov.ph));
  - b. Personally secured from the Main Office or Regional Consular Offices (RCO) of the DFA, or from Philippine Embassies/Consulates abroad;
2. Application forms shall be duly accomplished by the applicants and submitted in person from **14 March 2016 (Monday) until 10 June 2016 (Friday)** at any Regional Consular Office or at Philippine Embassies or Consulates abroad, and not later than **17 June 2016 (Friday) until 5:00 p.m. only** at the Board of Foreign Service Examinations (BFSE) Secretariat, Second Floor, DFA Main Building, 2330 Roxas Blvd., Pasay City. Applications shall no longer be accepted beyond the set deadlines.
3. The following shall be attached to the completed application forms:
  - a. Certified True Copy (CTC) of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. Applicants who attended **post-graduate** schools shall submit a copy of their transcript of records certified as true copy by said school, **in addition** to their college or university records. Transcript of records obtained from a foreign school shall be **certified as true copy by the foreign school**, with English translation, and duly **authenticated** by a Philippine Foreign Service Post exercising jurisdiction over the country of the foreign school;
  - b. Certified True Copy (CTC) 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. Applicants who attended post-graduate schools shall submit a copy of their diploma or certificate of graduation certified as true copy by said school, in addition to their college diploma. Diplomas or certificates of graduation obtained from a foreign school shall be **certified as true copy by the foreign school**, with English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country of the foreign school;

- c. Proof of past or present employment or further studies;
- d. **Original birth certificate issued by the Philippine Statistics Authority (PSA)**
- For those born abroad: Report of Birth at Post may be submitted in case no birth record is available at Philippine Statistics Authority (PSA). The Report of Birth shall be duly authenticated by the issuing Post. A certification of non-availability of said birth certificate from the PSA shall be submitted along with the Report of Birth.
  - For a Filipino citizen who has dual or multiple citizenships: a notarized affidavit stating that upon passing the examination, he/she 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 Certified True Copy (CTC) of marriage contract from the PSA. If married to a foreigner, he/she must secure from the Secretary of Foreign Affairs, through the Board of Foreign Service Examinations, authority to take the FSO Examinations.
- f. Ten (10) pieces of photographs: 4.5cm. x 3.5cm.; colored, with white background; taken within three (3) months prior to filing of application; printed on good quality photo paper; in standard close-up shot; in bare face; showing the full frontal view of the face of the applicant; **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://excell.csc.gov.ph/cscweb/geninfo\\_cse.html](http://excell.csc.gov.ph/cscweb/geninfo_cse.html))
- g. Two (2) self-addressed envelopes with stamp/s and marked as "priority mail"; and
- h. Present Two (2) Original valid identification cards (IDs) and a copy of each ID

**Applications with incomplete documentary requirements shall not be accepted.** A non-refundable admission fee of **five hundred pesos (P500.00)** shall be collected from those who shall take the 07 August 2016 FSO Qualifying Test only **upon inspection and acceptance** of their application.

## **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](mailto: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](mailto: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](mailto: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](mailto: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: dfancnortheast@dfa.gov.ph

DFA Satellite Office Angeles: 3/F, MarQueen Mall, Pulung Maragul, Angeles City ° Tel. (045) 304-0193 °  
Email: dfaclarksatellite@yahoo.com

DFA RCO Bacolod: 2/F, East Block Square Circumferential Road, Barangay Villa Monte, Bacolod City ° Tel. (034) 434-8338 ° Fax (034) 435-6358 ° Email: dfa\_bacolod@yahoo.com; rcobacolod@gmail.com

DFA RCO 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 RCO Butuan: CESIA Building, Mantilla Boulevard, Butuan City ° Tel. (085) 342-7822 ° Fax (085) 342-5700 °  
Email: dfarco\_butuan@yahoo.com; dfabutuan@yahoo.com

DFA RCO Cagayan de Oro: Limketkai Center, Cagayan de Oro City ° Tel. (08822) 724-309, (088) 857-2175 ° Fax (08822) 726-578 ° Email: rco.cdo@philcom.ph; rco.cdo@gmail.com

DFA RCO Cebu: 4<sup>th</sup> Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City °  
° Tel. (032) 520-5898, 520-6193, 520-6550 ° Fax (032) 520-6551 ° Email: dfacebu@yahoo.com; cebu.rco@dfa.gov.ph, cebu@dfa.gov.ph

DFA RCO Cotabato: People's Palace, City Hall, Cotabato City ° Tel. (064) 421-3495, 421-3878 ° Fax (064) 421-3495 °  
Email: rcocotabato@yahoo.com

DFA RCO 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 General Santos: 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

DFA RCO Iloilo: Yulo Street, Iloilo City ° Tel. (033) 336-1737, (02) 487-3041 ° Fax (033) 335-0221 °  
Email: dfailo@skynet.net; iloilo.rco@dfa.gov.ph

DFA RCO 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 RCO Legazpi: Lacandula Drive, Barangay Cruzada, Legazpi City ° Tel. (052) 480-3000, 820-3396 ° Fax (052) 480-1773 °  
Email: dfa\_legazpi@yahoo.com

DFA RCO 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 RCO Lucena: 3<sup>rd</sup> Floor, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City ° Tel. (042) 710-4526, 373-1119 °  
Fax (042) 373-1898 ° Email : dfarcolc@pldtsl.net; lucena.rco@dfa.gov.ph

DFA RCO Pampanga: 2/F, Robinsons StarMill, City of San Fernando, Pampanga ° Tels. (045) 636-0007, 636-0009 °  
° Fax No. (045) 636-0010 ° Email: rcopampanga@yahoo.com; pampanga@dfa.gov.ph

DFA RCO Puerto Princesa: 2<sup>nd</sup> Floor, Puerto Princesa City Coliseum, National Highway, Barangay San Pedro, Puerto Princesa City °  
Tel. (048) 434-1773 ° Email: dfarcopprincesa@gmail.com

DFA RCO 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 RCO Tuguegarao: Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley ° Tel (078) 846-4813, 846-1482 °  
Fax (078) 846-2310 ° Email: rco\_tuguegarao@yahoo.com

DFA RCO 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; rcozamboanga@jetlink.com.ph



Office address: \_\_\_\_\_

Office telephone number: \_\_\_\_\_

5. Educational attainment: *(Use separate sheet if necessary)*

Degree/s Received	College/University	Inclusive Dates

6. Present Employment: *(Use separate sheet if necessary)*      Government      Private      None

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

7. Previous Employment: *(Use 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 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, will you 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 would result in the dropping of your name from the roster of eligible applicants?     Yes     No

12. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, will 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

13. 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.

1. Qualifying Test \_\_\_\_\_
2. Preliminary Interview \_\_\_\_\_
3. Written Test \_\_\_\_\_
4. Psychological Test \_\_\_\_\_
5. Oral Test \_\_\_\_\_

14. Foreign Language Test. Please check the foreign language you wish to be examined in.

- Arabic                       Bahasa Indonesia                       Chinese                       French  
 German                       Japanese                       Spanish

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

- Bacolod City                       Iloilo City                       Tacloban City  
 Baguio City                       Legazpi City                       Tuguegarao City  
 Cagayan de Oro City                       Lucena City                       Zamboanga City  
 Cebu City                       Metro Manila  
 Davao City                       San Fernando City, La Union  
 General Santos City                       City of San Fernando, Pampanga

16. From where/whom did you first learn about the 2016 Foreign Service Officer (FSO) Examination? Please put a check mark on the space beside your corresponding 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) \_\_\_\_\_

17. 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) : \_\_\_\_\_

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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 P500.00 before taking the Qualifying Test upon acceptance of my application.

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

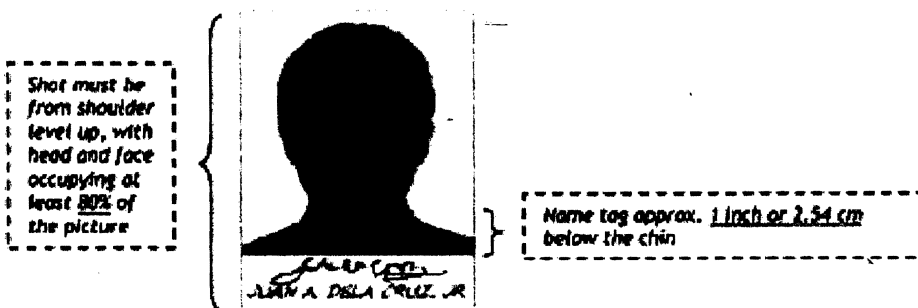
1. Certified True Copy (CTC) of transcript of records from college or university, bearing seal of the college or university;
2. Certified True Copy (CTC) of diploma or certificate of graduation;
3. Proof of past or present employment or further studies;
4. Original birth certificate issued by the National Statistics Office
  - For those born abroad: Report of Birth at Post may be submitted in case no birth record is available at Philippine Statistics Authority (PSA). The Report of Birth shall



be duly authenticated by the issuing Post. A certification of non-availability of said birth certificate from the PSA shall be submitted along with the Report of Birth.

- For a Philippine citizen who has dual or multiple citizenships: a notarized affidavit stating that upon passing the examination, he/she 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 in the Philippines.
5. For married applicants: Certified True Copy (CTC) of marriage certificate issued by the Philippine Statistics Authority. If married to a foreigner, he/she must secure from the Secretary of Foreign Affairs, through the Board of Foreign Service Examinations, authority to take the FSO Examinations.
  6. Ten (10) pieces photographs: 4.5cm. x 3.5cm.; colored, with white background; taken within three (3) months prior to filing of application; printed on good quality photo paper; in standard close-up shot; in bare face; showing the full frontal view of the face of the applicant; **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.**

Photograph format:



(For photograph details, please refer to Civil Service Commission (CSC) webpage - [http://excell.csc.gov.ph/cscweb/geninfo\\_cse.html](http://excell.csc.gov.ph/cscweb/geninfo_cse.html)); and

7. Two (2) self-addressed envelopes with stamps and marked as priority mail.

I hereby accept all decisions made by the Board of Foreign Service Examinations pertinent to my application.

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### OATH OF APPLICANT

I, \_\_\_\_\_, after having been duly sworn in accordance with 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.

\_\_\_\_\_  
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