



2021 FOREIGN SERVICE OFFICER (FSO) EXAMINATIONS CAREER SERVICE ELIGIBILITY (CSE) QUALIFYING TEST

Date of Examination: **22 August 2021 (Sunday)**

Application period for Examination: begins on **3 May 2021 (Monday)**

Deadlines for submission of application:

- At DFA Main Office, 2330 Roxas Boulevard, Pasay City :
17 June 2021, 5:00pm (Thursday)
- At DFA Consular Offices or Satellite in cities outside of Metro Manila:
10 June 2021, 5:00pm (Thursday)
- Overseas, at a Philippine Embassy or Philippine Consulate-General:
10 June 2021, 5:00pm (Thursday)

Venue of Examination: **To be announced**

1. A zero-contact policy is followed in the acceptance of application requirements.
2. All examinees are requested to submit the documents via email at bfse@dfa.gov.ph
3. **Incomplete requirements will not be processed.**
4. The DFA Board of Foreign Service Examination (BFSE) will evaluate the Examinee's documents and, if the documents are in order, will send an email to the Examinee on the procedure for the payment.
5. Once confirmed by the BFSE, the examinee is required to submit the documents. Submission of hard copy of requirements must be sent in a sealed envelope, either
 - a. Through courier delivery to:
The BFSE Secretariat
Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, 1300; or,
 - b. In person their application at a DFA Consular Office, a Philippine Embassy or Philippine Consulate-General. (As public health protocols are observed in all institutions during pandemic conditions, the Examinee must check with the DFA Consular Office, Philippine Embassy or Philippine Consulate-General on its protocols for submitting the documents).
6. Upon doing the payment, the Examinee becomes eligible to take the 2021 Foreign Service Officer Examination (FSOE) Qualifying Test. The BFSE will send the Examinee an email, which will contain the details and other important information about the Qualifying Test.

For inquiries, message the BFSE Secretariat through:



bfse@dfa.gov.ph



<https://www.facebook.com/bfsedfa/>



<https://dfa.gov.ph/fsoexams>



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Date of Qualifying Examination: **22 August 2021**

Send the electronic copy of the following documentary requirements to the DFA Board of Foreign Service Examinations (bfse@dfa.gov.ph)

- Duly Accomplished DFA Form, notarized
- Duly Accomplished CSC Form 100, notarized
- Transcript of Records and Diploma from the College or University where the Degree was Obtained
- Proof of Employment and/or Further Studies
- Birth Certificate Issued by the Philippine Statistics Authority
- For Married Applicants: Marriage Certificate Issued by the Philippine Statistics Authority
- If Married to Non-Filipino: Letter of Authority Addressed To the Secretary of Foreign Affairs
- 7 Colored Photograph (passport size, 3.5 cm x 4.5 cm)

Submit the hard copy to the following documentary requirements by courier or in person to the BFSE, DFA CO or Philippine Embassy or Philippine Consulate-General:

- Duly Accomplished DFA Form, original and notarized
- Duly Accomplished CSC Form 100, original and notarized
- Photocopy of Transcript of Records and Diploma from the College or University where the Degree was Obtained
- Photocopy of Proof of Employment and/or Further Studies
- Photocopy of Birth Certificate Issued by the Philippine Statistics Authority
- For Married Applicants: Photocopy of Marriage Certificate Issued by the Philippine Statistics Authority
- If Married to Non-Filipino: Letter of Authority Addressed To the Secretary of Foreign Affairs
- 7 Pieces, Colored Photographs (passport size, 3.5 cm x 4.5 cm)