

**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 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 be 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 17 June 2021 (until 5:00 pm only)
● Consular Offices within and Outside Metro Manila	03 May 2021 to 10 June 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 	
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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: 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, 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: 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: dfarcopprincesa@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
- 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