



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BOARD OF FOREIGN SERVICE EXAMINATIONS

ANNOUNCEMENT

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 **2025 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 four (4) parts:

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

I. Qualifying Test – 26 January 2025 (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, Calasiao-Pangasinan, Cebu City, Davao City, General Santos City, Iloilo City, Lipa City, Legazpi City, Lucena City, Metro Manila, Palo-Leyte, Puerto Princesa City, Tuguegarao City, San Fernando City (La Union), City of San Fernando (Pampanga), and Zamboanga City.

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

Examinees who pass the Qualifying Test shall **not** be allowed to defer in taking the Written Test.

N.B Examinees who passed the Qualifying Test after October 2013 are no longer required to retake the said Test, pursuant to CSC Resolution No.1302397 dated 29 October 2013.

II. 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 (Bahasa Indonesia, Chinese, French, German, Japanese or Spanish) (5%).

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

Examinees who pass the Written Test shall **not** be allowed to defer in taking the Psychological Test.

III. 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.

Examinees who pass the Psychological Test shall **not** be allowed to defer taking 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.***

IV. 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 85% 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 four (4) 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. (*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.
3. **Work Experience or Further Studies** – Applicants must possess at least two (2) years employment or finished further studies, 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 (<https://dfa.gov.ph/fsoexams>).
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: (https://csc.gov.ph/phocadownload/userupload/erpo/forms/exam-app/forms/Annex%20A1_CS%20Form%20100_Revised%202023_CSEP_a1_edited_a1.pdf) 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 2nd Floor, DFA Main Building 2330 Roxas Blvd., Pasay City	23 to 30 September 2024 Monday to Friday (From 10:00 am to 4:00 pm only)
Consular Offices within and Outside Metro Manila	23 September to 30 October 2024
Philippine Embassies, Consulates, or Missions Abroad	

*** Applications shall not be accepted beyond the deadline.**

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

ACADEMIC REQUIREMENTS	
1.	<p>Original/Certified true copy (CTC) and photocopy of transcript of records and diploma from the college or university from which the applicant's degree was obtained, bearing the seal of the college or university.</p> <p>The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.</p> <p>Applicants who obtained a post-graduate degree shall submit an original/certified true copy (CTC) and photocopy of his/her transcript of records and diploma from the institution where the applicant's post-graduate degree was obtained.</p> <p>The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.</p>
2.	Any diploma or certificate of graduation and transcript of records obtained from a country that is a State Party ² to the Apostille Convention should be apostilled by the competent authorities responsible for the issuance of Apostille. No need to

² <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

	<p>submit the school document for legalization at the Philippine Foreign Service Posts.</p> <p>OR</p> <p>Any diploma or certificate of graduation and 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.</p> <p>The photocopy of the diploma or certificate of graduation and transcript of records duly authenticated by a Philippine Foreign Service Post will be submitted to BFSE while the original will be returned to the applicant.</p>
	DOCUMENTARY REQUIREMENTS
1.	<p>Original and photocopy of the birth certificate issued by the Philippine Statistics Authority (PSA).</p> <p>The photocopy of the birth certificate will be submitted to BFSE while the original will be returned to the applicant.</p>
2.	<p>The Report of Birth issued and authenticated by Philippine Foreign Service Posts (FSPs) may also be submitted in case the birth certificate issued by the PSA is not available. A certification of non-availability of the birth certificate issued by the FSP shall be submitted together with the Report of Birth.</p>
3.	<p>For married women, original and photocopy of the marriage certificate issued by the PSA.</p> <p>The photocopy of the marriage certificate will be submitted to BFSE while the original will be returned to the applicant.</p>
4.	<p>Two (2) valid government-issued identification cards (IDs). The originals must be presented upon the submission of documents.</p> <p>Three (3) photocopies of each of the IDs will be submitted to BFSE while the original IDs will be returned to the applicant.</p>
5.	<p>For examinees who are currently or previously employed, original and photocopy of the Certificate of Employment issued by the employer.</p> <p>The photocopy of the Certificate of Employment will be submitted to BFSE while the original will be returned to the applicant.</p>
6.	<p>Duly accomplished and notarized Civil Service Commission application form (CS Form No. 100) and the Foreign Service Officer Examination (FSOE) application form.</p> <p>The CSC application form will be submitted by the BFSE Secretariat to the CSC for the Qualifying Test, while the FSOE application form will be kept for the BFSE's records.</p>
	OTHER REQUIREMENTS
1.	<p>Eight (8) 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</p>

	standard close-up shot; 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.
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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: 3rd Level, West Wing, Festival Mall – Alabang, Muntinlupa City ° Tel (02) 8551-1051 ° Email: ncrsouth.so@dfa.gov.ph

DFA NCR-Northeast: 2/F Ali Mall, Government Center, Araneta City, Cubao, Quezon City ° Tel (02) 8293-0105 ° Email: ncrneast.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: Ground Floor, Clark Tech Hub 2, SM City Clark, Barangay Malabanas, Angeles City, 2009 ° Tel. (045) 304-0193 ° Email: angeles.rco@dfa.gov.ph

DFA CO Antipolo: 3rd Floor SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal ° Tel. (02)8562-2491 ° Email: antipolo.co@dfa.gov.ph

DFA CO Antique: 3F Robinson's Antique, Brgy. San Angel, San Jose de Buenavista, Antique ° Tel. (+63) 963 711 3844 ° Email: antipolo.co@dfa.gov.ph

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: rcu_baguio@yahoo.com; baguio.rcu@dfa.gov.ph

DFA CO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 8155571 ° Email: butuan.rcu@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.rcu@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.rcu@dfa.gov.ph

DFA CO Cebu: 3rd Floor, Robinsons Galleria Gen. Maxilom Avenue Extension, Sergio Osmeña Jr Boulevard, Cebu City ° Tel. (032) 520-5898° Email: cebu.rcu@dfa.gov.ph

DFA CO Clarin: Clarin Town Center, Clarin Misamis Occidental ° Tel. (088)530-5312 ° Email: clarin.co@dfa.gov.ph

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

DFA CO Dasmariñas: 2nd Floor, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite ° Tel. (046)424-1066, 0917-806-0446 ° Email: dasmariñas.co@dfa.gov.ph

DFA CO Davao: 3/F, SM City Davao, Ecoland, Quimpo Blvd., Ecoland, Brgy. Matina, Davao City ° Tel. (082) 285-4885 ° Email: davao.rcu@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.rcu@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.rcu@dfa.gov.ph

DFA CO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 336-1737 ° Email: Iloilo.rcu@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.rcu@dfa.gov.ph

DFA CO Legazpi: 3/F Pacific Mall Building Landco Business Park F. Imperial St., cor. Circumferential Rd., Legazpi City ° Tel. (052)820-2089 ° Email: dfa.colegazpi@oca.dfa.gov.ph

DFA CO Lipa: 2/F Robinson Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Email : lipa.rcu@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.rcu@dfa.gov.ph

DFA CO Malolos: 3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan Tels. (044)816-7230, 0917-876-2847 ° Email: malolos.co@dfa.gov.ph

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 Paniqui: Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac ° Tels. (045) 606-3581 (Landline), 0917-816-8629 (Globe) ° Email: rco-paniqui@oca.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 Santiago: 3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela ° Tel. (078) 323-3704, 0917-802-2014 ° Email: santiago.co@dfa.gov.ph

DFA CO San Nicolas: 2nd Level Robinsons Place Ilocos, Valdez Center, Barangay 1 San Francisco, San Nicolas, 2901 Ilocos Norte ° Tel. (048) 434-1773 ° Email: sannicolas.co@dfa.gov.ph

DFA CO San Pablo: 2nd Floor SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna ° Tel. (049)521-0246, (049)300-9017, 0917-874-8260 ° Email: sanpablo.co@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 Tagum: Level 3, Robinsons Place Tagum, National Highway, Visayan Village, Tagum City, Davao del Norte ° Tel. (084)216-9846 ° Email: tagum.co@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 BG Bldg, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398 ° Email: zamboanga.rco@dfa.gov.ph