



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

## ANNOUNCEMENT

The Board of Foreign Service Examinations (BFSE) wishes to announce that the Civil Service Commission will conduct the 2025 Foreign Service Officer Examination (FSOE) - Qualifying Test on Sunday, 26 January 2025 in Metro Manila and other provinces in the Philippines.

Civil Service Commission (CSC) Exam Advisory No. 01, s. 2025 contains important reminders, including the list of testing venues, things to bring, scope of the examination, and other pertinent information.

The examinees' individual room assignment may be generated using ONSA or the *Online Notice of School Assignment* at this link: <https://erpo.csc.gov.ph/eNOSAv3/>. To use the ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format. Examinees may opt to print out their Notice of School Assignment using ONSA for their personal reference, but this is not mandatory and is not a requirement.

Examinees who have not received confirmation emails from the BFSE are requested to email the BFSE Secretariat at [bfse.sec@dfa.gov.ph](mailto:bfse.sec@dfa.gov.ph). END.



Examination Advisory No. 01, s. 2025

## ADVISORY

**TO :** Examinees of the 26 January 2025 Career Service Examination for Foreign Service Officer (CSE-FSO)

**SUBJECT :** School Assignment, Important Reminders, and Other Concerns

### IMPORTANT REMINDERS:

- **NO I.D. CARD/DOCUMENT, NO EXAM POLICY SHALL BE STRICTLY IMPLEMENTED.**
- **Use of CALCULATOR in CSE-FSO is NOT ALLOWED.** Moreover, **use of any other form of aid in answering the test** (such as watch calculators; tablets; books, dictionaries and other forms of printed materials; and any other similar materials/items/gadgets) **is NOT allowed**. The examination, or test results, of those found violating this rule shall be **CANCELLED**.
- If feasible, **VISIT AND CONDUCT AN OCULAR INSPECTION** of the assigned school/testing venue **at least one day before the examination day** to be familiar with the school location and its route/direction, the available means of public transport, and the time and motion requirement of travelling from point of origin to the school/testing venue. **DO NOT SOLELY RELY ON GPS NAVIGATION/ROUTE/DIRECTION APP TO LEAD YOU TO YOUR TESTING VENUE ON EXAMINATION DAY.**
- On examination day, be at the testing venue not later than **6:30 a.m.**, or as required by the CSC Regional/Field Offices concerned.
- **GATES OF TESTING VENUES SHALL BE CLOSED TO EXAMINEES AT EXACTLY 7:45 A.M.** Examinees who arrive later than 7:45 a.m. shall **NOT** be admitted to take the exam.
- **Wear proper attire** on examination day, preferably **plain white shirt/tops**. Examinees wearing **SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS** will **NOT** be **ALLOWED** to enter the exam venue. Also, long hair must be tied.

Examinees are encouraged to use **transparent bag**.

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Bawat Kawani, Lingkod Bayani

- **Wearing of FACE MASKS shall be OPTIONAL/VOLUNTARY.** However, the following individuals are still recommended<sup>1</sup> to wear face mask: (i) elderly; (ii) individuals with comorbidities; (iii) immunocompromised individuals; (iv) pregnant women; and (v) symptomatic individuals.
- **Bringing of cellular phones,** including smart phones/watches and pens/eyeglasses with built-in camera, and any other gadgets/electronic devices including those that may facilitate video/audio recording of any test material/form, or part/portion/phase of the conduct of the exam, and all other similar items, **IN EXAMINEE'S SEAT IS NOT ALLOWED.**

Also, *EXAMINEES are NOT ALLOWED to KEEP their CELLPHONES and any other gadgets in their POCKETS during the examination. EXAMINEES are also NOT ALLOWED to WEAR SMART WATCHES during the examination.*

Before occupying the assigned seat, examinees shall **DEPOSIT** their **BAGS** (with their **CELLPHONES**, and **GADGETS** including **SMART WATCHES** inside), and all other **PERSONAL BELONGINGS** in **FRONT OF THE ROOM**, or in the designated area. **NO BAGS, OR ANY OTHER PERSONAL BELONGINGS, SHALL BE PLACED UNDER THE SEAT.**

- Examinees are **NOT ALLOWED** to use **ANY PIECE OF PAPER**, or **ANY PART OF THEIR BODY/SKIN** or **CLOTHING** for **SCRATCH WORK**. Also, **DO NOT** use, as scratch paper, the side margins and the back page of the Answer Sheet<sup>2</sup>. Instead, examinees shall use **ONLY** the spaces on the pages of the Test Booklet for scratch work.
- Examinees are **NOT ALLOWED** to **TAKE PHOTO/PICTURE/VIDEO** of any part/section of the Test Booklet, Answer Sheet, or any examination related forms/materials, and/or of other examinees and the testing venue/room, and/or of "selfie", **BEFORE, DURING, or AFTER** the examination and post them in the social media, including posting or publishing of any test questions in the social media, and other communication/info dissemination platforms.
- **Bringing of the Test Booklet, or Answer Sheet, outside of the testing room/venue is strictly prohibited.** The examination, or test results, of those found violating this rule shall be **CANCELLED**.

The **CSC neither holds any review class nor publishes or distributes any review material** for any civil service examination. Further, the **CSC does not accredit and has not accredited any individual, group, or review center** for the purpose of producing/publishing and/or distributing/marketing/selling any review material, and of offering and holding review sessions/classes to prospective civil service examinees. Availing of any such product/service shall be one's personal option and accountability.

Further, the **CSC does not grant permission to any individual or entity to use its name and logo**, including the former CSC emblem, for activities or online promotions. These include, but are not limited to, solicitation, recruitment, production of materials, and enrollment in review classes. Unauthorized use of the CSC logo by individuals or entities without written permission, endorsement, or approval from the CSC will be dealt with accordingly.

<sup>1</sup> Based on Department of Health Circular No. 2023-0324 dated 23 July 2023 (*Updated Health Protocols following Lifting of the COVID-19 Public Health Emergency*), especially in crowded or poorly ventilated public spaces.

<sup>2</sup> The Answer Sheet for low vision examinees is composed of two (2) pages.

## A. TESTING VENUE (SCHOOL ASSIGNMENT)

Please be advised of the following testing venues for the 26 January 2025 CSE-FSO:

Region	Testing Center	Testing Venue/School
II	Tuguegarao City	CSC Regional Office II RGC, Carig, Tuguegarao City
III	CSF, Pampanga	CSC Regional Office III Learning and Development Building DMGC, Maimpis, City of San Fernando Pampanga
IV	Lucena City	St. Anne College Lucena, Inc. Diversion Road, Brgy. Gulang-Gulang Lucena City
V	Legazpi City	CSC Regional Office V COMEX Room Rawis, Legazpi City
VI	Iloilo City	CSC Regional Office VI 7 Oñate St., Mandurriao Iloilo City
VII	Cebu City	CSC Regional Office VII 2/F, Multi-Purpose Hall B Sudlon, Lahug, Cebu City
VIII	Palo, Leyte	CSC Regional Office VIII HRC Building, Candahug Palo, Leyte
IX	Zamboanga City	CSC Regional Office IX Cabatangan, Zamboanga City
X	CDO City	Liceo De Cagayan University RN Pelaez Boulevard, Carmen Cagayan de Oro City
XI	Davao City	Holy Cross of Davao College, Inc. Davao City
NCR	Quezon City	CSC Central Office Resource Center Building IBP Road, Batasan Hills, Quezon City
CAR	Baguio City	CSC CAR Learning and Development Center Building 116 Wagner Road, Military Cut-off Baguio City

Examinees' individual room assignment may be generated using ONSA or the Online Notice of School Assignment. The CSC Regional Offices (ROs) though may also initiate/utilize individual approaches in disseminating information on school assignments of their respective examinees.

Examinees may check the availability of ONSA, through the CSC Website at [www.csc.gov.ph](http://www.csc.gov.ph), by **12 January 2025**.

**Disclaimer:** *The CSC does not recognize and cannot be held liable for posts or information found on other websites or social media platforms that are not, in any way, affiliated with, or are engaged in the unauthorized use of the name of CSC.*

To use ONSA, examinees should encode/fill in the required data in the corresponding data fields accurately, following the indicated format. Examinees may opt to have a **print-out** of their Notice of School Assignment using ONSA for their personal reference but this is not mandatory and is not a requirement.

## B. EXAMINEE'S GUIDE

A link to the **Examinee's Guide in Taking the CSE-FSO** is also available through the ONSA. Examinees are strongly advised to access this link, read thoroughly, and understand fully the examinee's guide to be familiar with the examination process.

Serving as the orientation/briefing material of examinees, the Examinee's Guide contains comprehensive information on the conduct of the examination to include guidelines and procedures to be observed before and during exam day, among other concerns.

The Examinee's Guide is intended for the exclusive use of examinees. Thus, examinees are advised **NOT to re-distribute their copy of the guide on their Facebook Page, or any other communication platforms.**

## C. THINGS TO BRING ON EXAM DAY

1. **I.D. CARD (original<sup>3</sup>)** – preferably the same I.D. card presented during the filing of exam application. In case of loss or unavailability, the examinee must present any of the other accepted I.D. cards for civil service exam (see Annex A), which is valid, *i.e.*, not expired on exam day.

**Note:** - *Photocopy only of I.D. card, or cellphone photo of I.D., shall not be accepted.*  
- *All other I.D. cards not included in the list of accepted I.D. cards/documents for civil service exam shall not be accepted.*  
- *As a last resort, however, expired I.D. card may be presented for admission on examination day, provided that, the expiry date of the I.D. card is within the preceding month/s of the year reckoning the date of examination (or from 01 to 25 January 2025).*

If I.D. card has no date of birth, examinees should also bring their original Birth Certificate issued by the Philippine Statistics Authority, or the Local Civil Registry.

2. **BLACK BALL PEN/s** (**Note:** *Only BLACK BALL PEN shall be used in the examination. Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed.*)
3. **PERSONAL ALCOHOL/HAND SANITIZER** (not more than 100 ml in size)

**Note:** (i) *As applicable, and if advised by the DFA-BFSE<sup>4</sup> of any deficiency in the requirements, examinees MUST BRING the required document/s on examination day. Failure to comply with the submission of the required document/s shall cause non-admission to the examination.*

(ii) *Examinees may opt to bring water in clear/transparent container, and/or candies/biscuits, which shall be inspected by the Room Examiner/Proctor.*

<sup>3</sup> Shall include the Digital National I.D. subject to verification using the National ID Check facility through website <https://verify.gov.ph/check>.

<sup>4</sup> Department of Foreign Affairs-Board of Foreign Service Examinations.

## D. SCOPE OF EXAMINATION AND OTHER INFORMATION

### 1. Scope of Examination

In English and Filipino:

- Numerical Ability
  - > word problem
- Analytical Ability
  - > data interpretation
  - > word association/analogy
  - > identifying assumptions and conclusions
  - > symbolic logic
- Verbal Ability
  - > grammar and correct usage
  - > vocabulary
  - > paragraph organization
  - > reading comprehension
- Managerial Ability
  - > leadership and management

### 2. Other Information

Reference		CSE-FSO
No. of Test Items	Test Proper	150
	EDQ*	10
	Total	160
Time Limit		3 hours, 5 minutes
Test Proper		8 a.m. to 11:05 a.m.
Time Required for Pre and Post Examination Activities/Documentation		Approximately one hour before and one hour after the test proper

\*Examinee Descriptive Questionnaire, pertaining to personal data of examinees

Please be guided accordingly.



**Atty. PRISCO S. RIVERA, JR.**  
Director IV  
Examination, Recruitment and Placement Office

**JAN 07 2025**

**LIST OF ACCEPTED I.D. CARDS/DOCUMENTS FOR CIVIL SERVICE EXAM**

1. Driver's License Card/Temporary Driver's License (*LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed*)/Student Driver's Permit;
2. Passport;
3. PRC License Card;
4. SSS I.D. Card;
5. GSIS I.D. (UMID) Card;
6. Voter's I.D. Card /Voter's Certification;
7. BIR/Taxpayer's I.D. Card (*ATM type/TIN card type with picture*);
8. PhilHealth I.D. Card (*must have the bearer's name, clear picture, signature and PhilHealth number*);
9. Company/Office I.D. Card;
10. School I.D. Card;
11. Police Clearance/Police Clearance Certificate (with picture);
12. Postal I.D. Card;
13. Barangay I.D. Card;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D. Card;
17. PWD I.D. Card;
18. Solo Parent I.D. Card;
19. Senior Citizen's I.D. Card;
20. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*); or
21. Philippine Identification (PhilID<sup>5</sup>) Card.



<sup>5</sup> Based on Republic Act No. 11055 (An Act Establishing the Philippine Identification System) and Executive Order No. 162 dated 14 February 2022 (Institutionalizing the Acceptance of the Philippine Identification or Philippine Identification System Number as Sufficient Proof of Identity and Age in All Government and Private Transactions), the Philippine Identification (PhilID) card issued by the Philippine Statistics Authority (PSA) shall be accepted as valid I.D. card for civil service exams. It shall include both formats of (i) ePhilID which is paper-printed and may or may not be laminated, and (ii) PVC card-printed. Moreover, pursuant to PSA Public Advisory dated 11 June 2024 (with Reference Number 24-UCDMS00-06-020; and can be accessed through the link <https://psa.gov.ph/content/public-advisory-37>), the Digital National I.D. may also be accepted subject to verification using the National ID Check facility through website <https://verify.gov.ph/check>.