

FOREIGN SERVICE STAFF OFFICER IV*

JOB VACANCY
DFA Home Office

Compensation: Salary Grade 13 (Php 34,421.00)

Item Number/s: OSEC-DFAB-FSSO4-192-1998,

OSEC-DFAB-FSSO4-83-1998

CSC Prescribed Qualification Standards:

Education: Bachelor's degree relevant to the job

Training: None required

Experience: None required

Eligibility: Career Service Professional/Second Level Eligibility

Preferred Qualification Standards:

Education: Bachelor's degree in Foreign Service, Diplomatic and Consular Affairs, Public Administration, Business Administration, Human Resource Management, Financial Management or other related courses

Training: With at least 4 hrs relevant training

Experience: With at least 1 year relevant experience

Eligibility: Career Service Professional/Second Level Eligibility

General Functions of the Position

- ❖ The Foreign Service Staff Officer IV shall provide administrative, technical, fiscal, clerical, custodial and miscellaneous services in the Home Office, Office of Consular Affairs and the Foreign Service Posts;
- ❖ Performs other tasks as may be assigned by the immediate supervisor.

The Competitive Entrance Examination / Assessment for Foreign Service Staff Officer IV consist of three (3) stages, which shall be conducted in the sequence indicated below:

- Pre-Employment Examination;*
- Technical Examination; and*
- Panel Interview.*

Applicants shall pass each stage and shall not be allowed to defer in taking the succeeding stage/s of the Examination / Assessment.

Interested applicants are requested to send their application through this [form](https://forms.gle/G4bDG8euAM9xc3rc7) or copy and paste this link: <https://forms.gle/G4bDG8euAM9xc3rc7>

***This position is eligible for foreign assignment subject to DFA rules and regulations.**

Documentary Requirements:

- Updated and duly accomplished DFA Application Form;
- Duly accomplished CS Work Experience Sheet;
- Updated Curriculum Vitae with colored photo;
- Report of rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System1 [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List2);
- Authenticated copies of Transcript of Records (TOR) and Diploma;
- For applicants holding permanent positions in the Civil Service, their Performance Rating for the last rating period.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Incomplete and late submission of documents will not be accepted/processed.

Deadline of submission of application is on 14 August 2025.