

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
BOARD OF FOREIGN SERVICE EXAMINATIONS

APPLICATION FOR THE 2023 FOREIGN SERVICE OFFICER EXAMINATIONS

INSTRUCTIONS:

1. All questions must be answered fully in the applicant's own handwriting in "**BLACK INK PEN**", with all blanks filled-in. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, please write N/A. **PLEASE WRITE LEGIBLY.**
2. The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
3. If more space is needed for the answers to some questions, the applicant may use a clean sheet of **8 ½ in. x 13 in. (long bond) paper**. Follow the same format as in the application form and number the answers accordingly.
4. The completed and notarized application form should be submitted as follows:
 - For those submitting their documents to the BFSE Secretariat, DFA Main Office, Manila: one (1) duly filled out **NOTARIZED APPLICATION FORM** with attachments;
 - For those submitting their documents to a DFA Consular Office or to a Philippine Embassies/Consulates:
 - a. one (1) duly accomplished **NOTARIZED APPLICATION FORM** with attachments and
 - b. one (1) photocopy of the complete set of documents.
5. Application forms shall be filled out by the applicants and submitted in person not later than **25 November 2022 until 5:00 PM only, local time** at the DFA Main Office and not later than **18 November 2022 until 5:00 PM only, local time** at any Consular Office, Philippine Embassy or Consulate abroad and the DFA Main Office. **Applications shall no longer be accepted beyond the set deadlines.**
6. Soft copy of the application and the attached documents should be emailed to bfse.sec@dfa.gov.ph.
7. Incomplete application forms shall not be accepted.
8. Any false, misleading, or fraudulent statements knowingly made by the applicant shall be sufficient cause for the cancellation of his/her test papers, removal from office if already appointed, and prosecution for perjury.
9. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.

Colored with white
background
photograph
(4.5 cm x 3.5 cm)

NOTE: The Career Service Examination for Foreign Service Officer (CSE-FSO) shall serve as the Foreign Service Officer Examination – Qualifying Test and shall be conducted in collaboration with the Civil Service Commission (CSC). Those who pass the CSE-FSO shall be conferred the Career Foreign Service Officer Eligibility by the CSC and shall qualify for the next phase of the FSO Examination.

1. Name: _____

*Surname**First Name**Middle Name**Name Extension (Jr/Sr/II)*
2. Place of birth: _____ Date of birth: _____
Age: _____ Sex: _____
Citizenship(s): _____ Religion: _____
3. Civil Status: _____
If Married, name of spouse: _____

*Surname**First Name**Middle Name*

Citizenship(s) of spouse: _____
 - In case of a Muslim, please enumerate name and citizenships of all spouses (Use a separate sheet if necessary)
 - In case of a foreigner spouse, the application will be brought to the attention of the Secretary of Foreign Affairs, for approval. Additional documentary requirements may be required from the applicant.
4. Home address: _____

Period of Residency: From _____ To _____
Home telephone number: _____ Mobile number: _____
Email Address: _____

Office address: _____

Office telephone number: _____

5. Educational attainment: *(Use a separate sheet if necessary)*

Degree/s Received	College/University	Inclusive Dates

6. Present Employment: *(Use a separate sheet if necessary)* ☐ Government ☐ Private ☐ None

Agency/Office	Position/Job Title	Length of Experience in Present Employment	Status of Employment

7. Previous Employment: *(Use a separate sheet if necessary)*

Agency/Office	Address	Position/Job Title	Length of Experience in Present Job/Position	Reason for Leaving

8. Civil Service / Board / Bar / Other Government Examinations Passed *(Use a separate sheet if necessary)*

Name of Examination	Rating	Date of Examination	Place of Examination

9. Character References: Give the names of three (3) Filipino citizens of good standing who can vouch for your good moral character (exclude relatives).

NAME	ADDRESS/TELEPHONE OR MOBILE NO.	OCCUPATION

10. Have you ever been accused of, indicted, or tried, for violation of any law, ordinance, or regulation, before any court, military or police tribunal, or other similar authority? ☐ Yes ☐ No

If yes, give the date of the complaint or indictment and state fully the nature of the offense. A certified copy of the order or decision of the court or tribunal shall be submitted with this application.

11. In case you pass the Foreign Service Officer Examinations, are you able to assume your position within one (1) year after you have been notified of your appointment as FSO IV by the President of the Philippines, and do you agree that refusal or failure to do so within the specified period shall result in the dropping of your name from the roster of eligible applicants? ☐ Yes ☐ No

12. In case you are appointed as a Foreign Service Officer, are you willing and able to accept assignment to any post where your services may be required? ☐ Yes ☐ No

13. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, shall you subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities, and renounce your allegiance to all other countries? ☐ Yes ☐ No ☐ Not Applicable

14. Have you taken the Foreign Service Officer Examinations before? ☐ Yes ☐ No
If yes, state how many times you have taken the following FSO component examinations and the dates of those examinations.(Use a separate sheet if necessary)

1. Qualifying Test _____
2. Preliminary Interview _____
3. Written Test _____
4. Psychological Test _____
5. Oral Test _____

15. Foreign Language Test. Please check the foreign language for which you wish to take the

proficiency test.

- | | | | |
|------------------------------|--|-------------------------------|------------------------------|
| <input type="radio"/> Arabic | <input type="radio"/> Bahasa Indonesia | <input type="radio"/> Chinese | <input type="radio"/> French |
| <input type="radio"/> German | <input type="radio"/> Japanese | <input type="radio"/> Spanish | |

16. Please check the testing center where you intend to take the Qualifying Test.

NOTE: If the intended testing area is outside Metro Manila, kindly indicate your 1st and 2nd choice, in case only a few applicants choose that area. BFSE shall notify the applicant as soon as the testing areas are finalized.

- | | | |
|--|---|---|
| <input type="radio"/> Bacolod City | <input type="radio"/> General Santos City | <input type="radio"/> Puerto Princesa City |
| <input type="radio"/> Baguio City | <input type="radio"/> Iloilo City | <input type="radio"/> Tacloban City |
| <input type="radio"/> Cagayan de Oro City | <input type="radio"/> Lipa City | <input type="radio"/> Tuguegarao City |
| <input type="radio"/> Calasiao, Pangasinan | <input type="radio"/> Legazpi City | <input type="radio"/> San Fernando City, La Union |
| <input type="radio"/> Cebu City | <input type="radio"/> Lucena City | <input type="radio"/> City of Sn Fernando, Pampanga |
| <input type="radio"/> Davao City | <input type="radio"/> Metro Manila | <input type="radio"/> Zamboanga City |

17. From where/whom did you first learn about the 2019 Foreign Service Officer (FSO) Examinations? Please put a check mark on the space beside all applicable answer/s.

- | | | |
|---|--|---|
| <input type="checkbox"/> DFA website | <input type="checkbox"/> DFA employees | <input type="checkbox"/> Newspaper advertisement/s |
| <input type="checkbox"/> CSC/PIA or other official Government website | <input type="checkbox"/> Friends/relatives | <input type="checkbox"/> I have taken the exam before |
| <input type="checkbox"/> Blogs/unofficial websites | <input type="checkbox"/> Others (please specify) _____ | |

18. What is your main reason/motivation for taking the FSO Examination? Please put a check mark on the space beside your corresponding answer. If you have more than 1 answer, rank them from 1-5 with 1 as the main reason.

- | | |
|--|--|
| <input type="checkbox"/> Pursue a career in the government | <input type="checkbox"/> Academic background/training |
| <input type="checkbox"/> Opportunity to work overseas | <input type="checkbox"/> Explore opportunities for professional growth |
| <input type="checkbox"/> Others (please specify) : _____ | |

I understand that the BFSE reserves the right not to conduct the Qualifying Test in any of the above-mentioned testing centers, depending on the number of qualified examinees thereat.

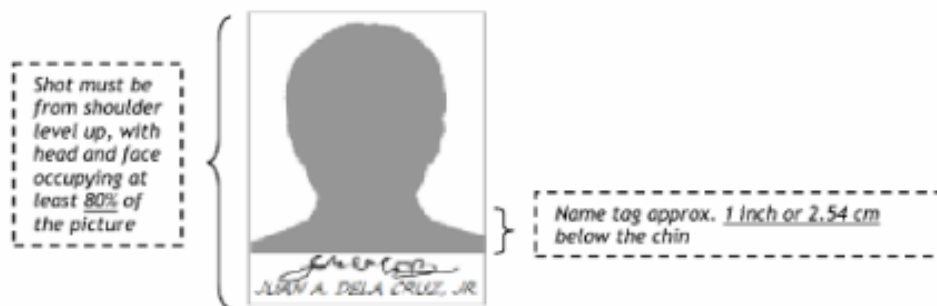
I hereby agree to pay a non-refundable admission fee of ₱500.00 upon acceptance of my application.

I hereby attach the following documents/requirements as integral parts of this application:

- ☐ 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: (<http://www.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.
- ☐ 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;
- ☐ 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;

- ☐ Proof of past and present employment and further studies, if any;
- ☐ Photocopy of birth certificate issued by the Philippine Statistics Authority
- ☐ 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 a Filipino citizen 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.
- ☐ 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.
- ☐ Ten (10) colored photographs: 4.5cm and 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,

Photograph format:



(For photograph details, please refer to Civil Service Commission (CSC) webpage - <http://csc.gov.ph/2014-02-27-07-36-50/2014-02-27-07-37-12.html> (item no. 2); and,

- ☐ Copies of two (2) valid identification cards (IDs), with the originals to be presented upon submission.

OATH OF APPLICANT

I, _____, after having been duly sworn in accordance with the law, hereby declare that the foregoing answers to the questions in this application to take the Foreign Service Officer Examinations are true and correct to the best of my knowledge and belief; that I have not knowingly made any false, misleading, or fraudulent statement; and that I understand that any false, misleading, or fraudulent statement knowingly made by me shall be sufficient cause for the cancellation of my examination papers, removal from office if already appointed, and prosecution for perjury. I hereby accept as final all decisions made by the Board of Foreign Service Examinations pertinent to my application.

Signature of Applicant over Printed Name

SUBSCRIBED AND SWORN TO before me this _____ day of _____ at _____, Affiant displaying to me his/her Residence Certificate No. _____ or Passport No. _____ issued at _____ on _____

Notary Public/
Administering Officer