



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BOARD OF FOREIGN SERVICE EXAMINATIONS**

**A N N O U N C E M E N T**

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 **2024 FOREIGN SERVICE OFFICER (FSO) EXAMINATION** 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 Foreign Service 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, among others.

**FOREIGN SERVICE OFFICER EXAMINATION (FSOE)**

The FSOE consists of five (5) stages, as follows:

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

**I. Qualifying Test – 28 January 2024 (Sunday)**

The Qualifying Test covers the following: (1) Verbal Ability; (2) Analytical Ability; (3) Numerical Ability; and (4) Managerial Ability.

It shall be administered by the Civil Service Commission (CSC) at the following testing centers<sup>1</sup>: Bacolod City, Baguio City, Cagayan de Oro City, Calasiao, Pangasinan, Cebu City, Davao City, Iloilo City, General Santos City, Legazpi City, Lipa City, Lucena City,

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<sup>1</sup> The BFSE and the Civil Service Commission (CSC) reserve the right to modify this list, depending on the number of applicants for each testing center.

Metro Manila, San Fernando City (La Union), City of San Fernando (Pampanga), Puerto Princesa City, Tacloban City, Tuguegarao City, 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 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. Preliminary Interview - Date to be announced**

The Preliminary Interview shall be held after the results of the Qualifying Test are released. Candidates shall be interviewed by a panel to evaluate their overall potential for becoming Foreign Service Officers.

The Preliminary Interview shall be administered at the Department of Foreign Affairs in Pasay City.

Candidates must obtain an average rating of at least 75% to pass the Preliminary Interview and qualify to take the Written Test.

## **III. Written Test - Date to be announced**

The Written Test shall be held after the results of the Preliminary Interview are released.

The Written Test is composed of six subjects with the corresponding weights: 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%).

The Written Test shall be administered at the Department of Foreign Affairs in Pasay City.

Candidates must obtain a composite score of at least 75% to pass the Written Test and qualify to take the Psychological Test.

## **IV. 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 to take the Oral Test.

## **V. 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 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 a composite score of at least 85% in the Oral Test components (Individual Interview, Speech Activity and Group Discussion) shall be deemed to have passed the Oral Test.

## **Overall score in the FSO Examination**

Applicants are required to pass all five (5) stages of the FSO Examination in sequence within the prescribed time frame to be considered eligible for appointment to the position of Foreign Service Officer, Class IV.

The official final composite rating of passing examinees shall be the average score of their Written Test and Oral Test, which shall not be lower than eighty (80) percent.

Any applicant who passed the Qualifying Test shall not be allowed to defer taking any of the succeeding stages of the FSO Examination. Moreover, an applicant who fails to show up for; arrives late; or does not take the succeeding stages of the FSOE as scheduled, shall be deemed to have failed the examination.

**QUALIFICATIONS AND REQUIREMENTS**

Applicants must meet the following requirements:

1. **Citizenship** – Applicants must be natural-born Filipino citizens. (*Note: Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSOE 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 **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 of recognized standing.
3. **Work Experience or Further Studies** – Applicants must possess at least two (2) years employment or be engaged in 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 long bond 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 long bond paper**) from the CSC website: (<https://www.csc.gov.ph/downloads/category/194-civil-service-examination-form-c-s-form-no-100-revised-september-2016>). The CSC form shall serve as an applicant’s admission to take the CSE-FSOE Qualifying Test.
3. Submit the accomplished forms above to any of the following offices:

	<b>Submission Period*</b>
BFSE Secretariat 2 <sup>nd</sup> Floor, DFA Main Building 2330 Roxas Blvd., Pasay City  Consular Offices within and Outside Metro Manila  Philippine Embassies, Consulates, or Missions Abroad	<b>18 September to 20 October 2023            (until 5:00 pm only, local time)</b>

**\* Applications shall not be accepted beyond these deadlines.**

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

<b>ACADEMIC REQUIREMENTS</b>	
a.	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>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>
b	<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>
<b>DOCUMENTARY REQUIREMENTS</b>	
a.	<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>
b.	<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>
c.	<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>
d.	<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>
e.	<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>
f.	<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>
<b>OTHER REQUIREMENTS</b>	
a.	<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 standard close-up shot; showing the full frontal view of the face of the applicant <b>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.</b></p>

**Applications with incomplete documentary requirements shall not be accepted.** A non-refundable admission fee of **five hundred pesos (₱500.00)** 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](mailto:bfse@dfa.gov.ph)

DFA NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel. (02) 8234-2478 / (02) 8234-5062 ° Email: [ncreast.so@dfa.gov.ph](mailto:ncreast.so@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](mailto:ncrcentral@dfa.gov.ph)

DFA NCR-West: 5/F, SM City Manila, Natividad Almeda-Lopez St. corner San Marcelino St., Ermita, Manila ° Tel. (02) 8536-9995 ° Email: [ncrwest.so@dfa.gov.ph](mailto:ncrwest.so@dfa.gov.ph)

DFA NCR-South: 4/F, Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa City ° Tel. (02) 8551-1051 ° Email: [ncrsouth.so@dfa.gov.ph](mailto:ncrsouth.so@dfa.gov.ph)

DFA NCR-Northeast: 2/F Ali Mall, Government Center, Araneta City, Cubao, Quezon City ° Tel. (02) 8293-0105 ° Email: [ncrnortheast.so@dfa.gov.ph](mailto:ncrnortheast.so@dfa.gov.ph)

DFA NCR-North: Level 3, 1 Lingkod Pinoy Center, Robinsons Novaliches, Quirino Highway, Novaliches, Quezon City ° Tel. (02) 8372-7902 ° Email: [ncrnovaliches.so@dfa.gov.ph](mailto:ncrnovaliches.so@dfa.gov.ph)

DFA CO Angeles: 4/F, BPO Tech Hub Tower 10, SM City Clark Expansion CMAR, Mabalacat City, Pampanga ° Tel. (045) 499-0776; (+63) 922 497-4263 ° Email: [angeles.rco@dfa.gov.ph](mailto:angeles.rco@dfa.gov.ph), [rco-angeles@oca.dfa.gov](mailto:rco-angeles@oca.dfa.gov).

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

DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 441-2675 ° Email: [bacolod.rco@dfa.gov.ph](mailto: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: [rco\\_baguio@yahoo.com](mailto:rco_baguio@yahoo.com), [baguio.rco@dfa.gov.ph](mailto:baguio.rco@dfa.gov.ph)

DFA CO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 815-5571 ° Email: [butuan.rco@dfa.gov.ph](mailto:butuan.rco@dfa.gov.ph)

DFA CO Cagayan de Oro: 5/F BPO Tower, SM Downtown Premier, Claro M. Recto Ave., cor Osmeña Street Cagayan de Oro City ° Tel. (088) 327-4272 ° Email: [cdo.rco@dfa.gov.ph](mailto:cdo.rco@dfa.gov.ph)

DFA CO Calasiao: 2/F Robinsons Place Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan ° Tel. (075) 632-7892, 632-7932 ° Email: [calasiao.rco@dfa.gov.ph](mailto:calasiao.rco@dfa.gov.ph)

DFA CO Cebu: 4th Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City ° Tel. (032) 520-5898 ° Email: [cebu.rco@dfa.gov.ph](mailto:cebu.rco@dfa.gov.ph)

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

DFA CO Kidapawan: Alim Street, Brgy. Poblacion, Kidapawan City ° Tel. (+63) 936 338-5742 ° Email: [kidapawan.co@dfa.gov.ph](mailto:kidapawan.co@dfa.gov.ph)

DFA CO Dasmariñas: 2/F, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite ° Tel. (046) 424-1066, (+63) 917 806-0446 ° Email: [dasmariñas.co@dfa.gov.ph](mailto: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.rco@dfa.gov.ph](mailto:davao.rco@dfa.gov.ph)

DFA CO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200 ° Tel. (035) 532-0024; (035) 532-0019, (+63) 917-810-3273 ° Email: [dumaguete.rco@dfa.gov.ph](mailto:dumaguete.rco@dfa.gov.ph)

DFA CO General Santos: G/F Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel. (083) 553-8380 ° Email: [gensan.rco@dfa.gov.ph](mailto:gensan.rco@dfa.gov.ph)

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

DFA CO La Union: 2/F CSI Mall, Biday, City of San Fernando, La Union ° Tel (072) 8896303 ° Email: [launion.rco@dfa.gov.ph](mailto: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) 820-2089 ° Email: [legazpi.rco@dfa.gov.ph](mailto:legazpi.rco@dfa.gov.ph); [dfa.colegazpi@oca.dfa.gov.ph](mailto: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.rco@dfa.gov.ph](mailto:lipa.rco@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.rco@dfa.gov.ph](mailto:lucena.rco@dfa.gov.ph)

DFA CO Malolos: 3/F, Malolos Central Transport and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan ° Tel. (044) 816-7230, (+63) 917 876-2847 ° Email: [malolos.co@dfa.gov.ph](mailto:malolos.co@dfa.gov.ph)

DFA CO Iloilo: 3/F, Robinsons Place Iloilo Quezon Wing, cor. Ledesma-Mabini Sts., Iloilo City ° Tel. (033)336 1737 ° Email: [iloilo.rco@dfa.gov.ph](mailto:iloilo.rco@dfa.gov.ph)

DFA CO Pagadian: 2/F, City Commercial Center, Santiago District, Pagadian City ° Tel. (062) 991-4398 ° Email: [pagadian.co@dfa.gov.ph](mailto:pagadian.co@dfa.gov.ph)

DFA CO Pampanga: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tel. (045) 636-0007 ° Email: [pampanga.rco@dfa.gov.ph](mailto:pampanga.rco@dfa.gov.ph)

DFA CO Paniqui: Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac ° Tel. (045) 606-3581, (+63) 917 816-8629 ° Email: [paniqui.co@dfa.gov.ph](mailto:paniqui.co@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, (+63) 917 549-7937 ° Email: [puertoprincesa.rco@dfa.gov.ph](mailto:puertoprincesa.rco@dfa.gov.ph)

DFA CO San Nicolas: 2/F Robinsons Place Ilocos, Valdez Center, Brgy.1 San Francisco, Ilocos Norte ° Tel. (077) 770-5541, (+63) 908 890-4211 ° Email: [sannicolas.co@dfa.gov.ph](mailto:sannicolas.co@dfa.gov.ph)

DFA CO San Pablo: 2/F SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna ° Tel. (049) 521-0246, (049) 300-9017, (+63) 917-874-8260 ° Email: [sanpablo.co@dfa.gov.ph](mailto:sanpablo.co@dfa.gov.ph)

DFA CO Santiago: 3/F Robinsons Place Santiago, Maharlika Highway, Mabini, Santiago City, Isabela ° Tel. (078) 323-3704, (+63) 917 802-2014 ° Email: [santiago.co@dfa.gov.ph](mailto:santiago.co@dfa.gov.ph)

DFA CO Tacloban: 3/F Robinsons North Tacloban, Abucay, Tacloban City ° Tel. (053) 832-0889, (+63) 917 845-7137 ° Email: [tacloban.rco@dfa.gov.ph](mailto:tacloban.rco@dfa.gov.ph)

DFA CO Tagum: 4/F Gaisano Mall of Tagum, National Highway, Briz District, Tagum City, Davao del Norte ° Tel. (084) 216-9846 ° Email: [tagum.co@dfa.gov.ph](mailto:tagum.co@dfa.gov.ph)

DFA CO Tuguegarao: G/F, 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](mailto:tuguegarao.rco@dfa.gov.ph)

DFA CO Zamboanga: 2/F & 3/F BG Bldg., Veterans Ave., Zamboanga City, Zamboanga del Sur ° Tel. (062) 991-4398 ° Email: [zamboanga.rco@dfa.gov.ph](mailto:zamboanga.rco@dfa.gov.ph)