

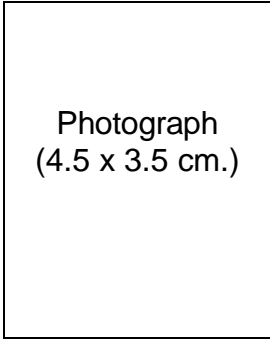
**Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
BOARD OF FOREIGN SERVICE EXAMINATIONS**

**APPLICATION FOR THE 2016 FOREIGN SERVICE OFFICER EXAMINATIONS**

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**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.
2. The applicant must complete all the necessary requirements indicated in the examination announcement, attaching 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. Duly accomplished notarized application form should be submitted as follows:
  - For those submitting to the BFSE Secretariat, DFA Main Office, Manila, one (1) duly accomplished notarized application form with attachments;
  - For those submitting to the DFA Regional Consular Offices or to Philippine Embassies/Consulates, one (1) duly accomplished notarized application form with attachments and one (1) photocopy of the complete set of documents.
5. Application forms shall be duly accomplished by the applicants and submitted in person, not later than **10 June 2016** at any Regional Consular Office or Philippine Embassy or Consulate abroad, and not later than **17 June 2016 until 5:00 p.m. only** at the DFA Main Office. **Applications shall no longer be accepted beyond the set deadlines.**
6. Incomplete application forms shall not be accepted.
7. 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.
8. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.



**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.

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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 separate sheet if necessary)
  - In case of a foreigner spouse, the application will still be brought to the attention of the Secretary of Foreign Affairs, for approval. Additional documentary requirements may also be required of the applicant.
4. Home address: \_\_\_\_\_  
\_\_\_\_\_  
Period of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Office address: \_\_\_\_\_

Office telephone number: \_\_\_\_\_

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

Degree/s Received	College/University	Inclusive Dates

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

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

7. Previous Employment: *(Use 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 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, will you 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 would result in the dropping of your name from the roster of eligible applicants?    Yes    No

12. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, will 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

13. 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.

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

14. **Foreign Language Test. Please check the foreign language you wish to be examined in.**

- Arabic                       Bahasa Indonesia                       Chinese                       French  
 German                       Japanese                       Spanish

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

- Bacolod City                       Iloilo City                       Tacloban City  
 Baguio City                       Legazpi City                       Tuguegarao City  
 Cagayan de Oro City                       Lucena City                       Zamboanga City  
 Cebu City                       Metro Manila  
 Davao City                       San Fernando City, La Union  
 General Santos City                       City of San Fernando, Pampanga

16. **From where/whom did you first learn about the 2016 Foreign Service Officer (FSO) Examination? Please put a check mark on the space beside your corresponding answer/s.**

- DFA website                       DFA employees                       Newspaper advertisement/s  
 CSC/PIA or other official Government website                       Friends/relatives                       I have taken the exam before  
 Blogs/unofficial websites                       Others (please specify) \_\_\_\_\_

17. **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.**

- Pursue a career in the government                       Academic background/training  
 Opportunity to work overseas                       Explore opportunities for professional growth  
 Others (please specify) : \_\_\_\_\_

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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 P500.00 before taking the Qualifying Test upon acceptance of my application.

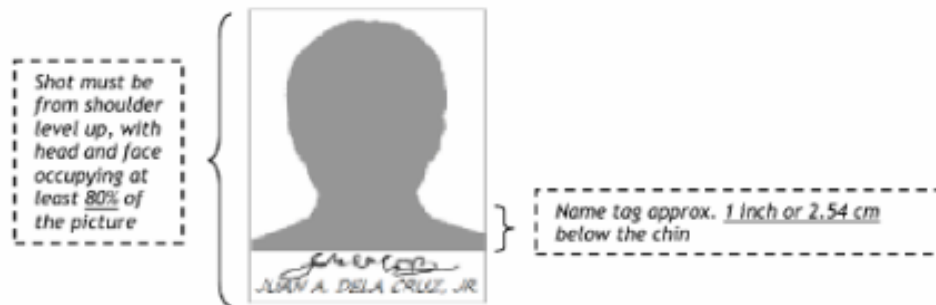
**I hereby attach the following documents/requirements as integral parts of this application:**

1. Certified True Copy (CTC) of transcript of records from college or university, bearing seal of the college or university;
2. Certified True Copy (CTC) of diploma or certificate of graduation;
3. Proof of past or present employment or further studies;
4. Original birth certificate issued by the National Statistics Office
  - For those born abroad: Report of Birth at Post may be submitted in case no birth record is available at Philippine Statistics Authority (PSA). The Report of Birth shall

be duly authenticated by the issuing Post. A certification of non-availability of said birth certificate from the PSA shall be submitted along with the Report of Birth.

- For a Philippine citizen who has dual or multiple citizenships: a notarized affidavit stating that upon passing the examination, he/she 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 in the Philippines.
5. For married applicants: Certified True Copy (CTC) of marriage certificate issued by the Philippine Statistics Authority. If married to a foreigner, he/she must secure from the Secretary of Foreign Affairs, through the Board of Foreign Service Examinations, authority to take the FSO Examinations.
  6. Ten (10) pieces photographs: 4.5cm. x 3.5cm.; colored, with white background; taken within three (3) months prior to filing of application; printed on good quality photo paper; in standard close-up shot; in bare face; 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.**

Photograph format:



(For photograph details, please refer to Civil Service Commission (CSC) webpage - [http://excell.csc.gov.ph/cscweb/geninfo\\_cse.html](http://excell.csc.gov.ph/cscweb/geninfo_cse.html)); and

7. Two (2) self-addressed envelopes with stamps and marked as priority mail.

I hereby accept all decisions made by the Board of Foreign Service Examinations pertinent to my application.

### OATH OF APPLICANT

I, \_\_\_\_\_, after having been duly sworn in accordance with 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.

\_\_\_\_\_  
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