



MC No. 04, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Conduct of the May 21, 2017 Foreign Service Officer Examination-Qualifying Test

The Board of Foreign Service Examinations, Department of Foreign Affairs has issued the attached 2017 Foreign Service Officer Examination (FSOE) Announcement, together with the application form, to recruit candidates for appointment to the position of Foreign Service Officer, Class IV.

In light of this, government agencies and entities are encouraged to support information dissemination on the 2017 FSOE by posting the Announcement on their bulletin boards and such other appropriate publicity modes they employ to reach their clientele.

The FSOE is a five-part examination consisting of Qualifying Test, Preliminary Interview, Written Test, Psychological Test, and Oral Test.

The first part, the Qualifying Test, will be administered on May 21, 2017 in collaboration with the Civil Service Commission (CSC). For details on the qualifications, application requirements and procedures, and testing centers, interested parties must refer to the attached Announcement. Applications, which should be submitted in person at: (1) any Regional Consular Office of the Department of Foreign Affairs (DFA), or at Philippine embassies or consulates abroad until March 29, 2017; and (2) DFA-Board of Foreign Service Examinations, Pasay City until April 12, 2017.

The FSOE's Qualifying Test is also the eligibility examination known as Career Service Examination for Foreign Service Officer (CSE-FSO). With this, passers shall simultaneously be able to proceed to the succeeding stages of the DFA's FSOE and be conferred by the CSC the Career Foreign Service Officer Eligibility that is appropriate to first level (clerical) and second level (technical) positions in the government that do not involve practice of profession and are not covered by special laws.

Please be guided accordingly.


ROBERT S. MARTINEZ
Commissioner

22 FEB 2017

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**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
BOARD OF FOREIGN SERVICE EXAMINATIONS**

ANNOUNCEMENT

The Board of Foreign Service Examinations, pursuant to the provisions of the Foreign Service Act (R.A. 7157) of 1991 and the Revised Administrative Code of 1987, announces the holding of the **2017 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 on the economic, political and social conditions of the Philippines, and must possess not only facility in oral and written communications but the personality traits essential to the performance of the duties of Foreign Service Officers. They must also be willing and able to accept assignments to any post where their services may be required.

Applicants are advised to check the eligibility requirements to ensure that they meet each of them. 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 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 offices of government as may be required; assisting in the preparation and conduct of international conferences; managing and supervising staff; 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 and trade; bringing in foreign investments and promoting tourism to the Philippines; performing consular functions; and representing the Philippines in various international fora.

FSO EXAMINATION

The FSO Examination is composed of five (5) parts:

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

I. Qualifying Test – 21 May 2017

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

The testing centers are in Bacolod City, Baguio City, Cagayan de Oro City, Cebu City, Davao City, Iloilo City, General Santos City, Legazpi City, Lucena City, Metro Manila, San Fernando City (La Union), City of San Fernando (Pampanga), Tacloban City, Tuguegarao City, and Zamboanga City. The BFSE reserves the right to modify the list of testing centers depending on the number of applicants at any testing center.

Candidates must obtain a passing grade of at least 80% in the Qualifying Test in order to qualify for the Preliminary Interview.

II. Preliminary Interview – To be announced

The Preliminary Interview shall be held after the results of the Qualifying Test have been determined. Candidates shall be interviewed by a panel of Foreign Service Officers to evaluate their overall potential for becoming Foreign Service Officers and future Ambassadors.

The Preliminary Interview shall be held in Metro Manila. However, the Board reserves the right to conduct the Preliminary Interview outside Metro Manila depending on the number of qualified candidates.

Candidates must obtain an overall rating of "PASS" from the panel in order to qualify for the Written Test.

III. Written Test – To be announced

The Written Test covers the following six subjects with the corresponding weights:

1. English	20%
2. Filipino	5%
3. Philippine Political, Economic, Social and Cultural Conditions - Philippine history, culture, foreign policy, geography, government, development issues and goals	30%
4. International Affairs - Theory and practice of international economics and trade, international politics, international law and treaties	30%
5. World History	10%
6. Foreign Language - Arabic, Bahasa Indonesia, Chinese, French, German, Japanese, or Spanish	5%

The testing center for the Written Test is the Department of Foreign Affairs, Manila. However, the Board reserves the right to also conduct the Written Test outside Metro Manila depending on the number of qualified candidates.

Candidates must obtain a passing grade of at least 75% in the Written Test in order to qualify for the Psychological Test.

IV. Psychological Test – To be Announced

The Psychological Test shall be held in Manila after the results of the Written Test have been determined.

Candidates must pass the Psychological Test to qualify to take the Oral Test.

V. Oral Test – To be Announced

The Oral Test shall be held in Manila after the results of the Psychological Test have been determined. The Oral Test shall include an assessment of the candidate's oral skills, 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 transmuted score of at least 80% shall be deemed to have passed the Oral Test.

A candidate must garner a composite rating of 80% or higher in the Written Test and Oral Test in order to pass the FSO examination.

Applicants are required to pass the five (5) sequential parts of the FSO Examination within the prescribed time frame in order to be considered eligible for appointment to the position of Foreign Service Officer, Class IV. Any applicant who passes the Qualifying Test will not be allowed to defer any of the succeeding portions of the FSO Examination. Moreover, an applicant who fails to show up for or does not take the succeeding phase of the FSO Examination as scheduled shall be deemed to have failed the entire examination.

QUALIFICATIONS AND REQUIREMENTS

Applicants shall meet the following requirements:

1. **Citizenship** – Applicants should be natural-born Filipino citizens and concurrently permanent residents of the Philippines. Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSO Examinations with 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. **Age** – Applicants should not be more than thirty-five (35) years of age on the day of the Qualifying Test or on 21 May 2017. The maximum age limit, however, does not apply to those who have been employed in the Department of Foreign Affairs or Foreign Service Institute for at least two years prior to the date of the FSO Qualifying Test and who meet the other qualifications required of candidates for the examination.
3. **Education** – Applicants should have graduated from a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements, and shall present the transcript of records, and either the diploma, certificate of graduation or its equivalent, from a college or university of recognized standing.
4. **Work Experience or Further Studies** – Applicants should have undergone at least two (2) years employment or further studies or a combination of both after graduating from college or university.

HOW TO APPLY

1. Application forms (**to be printed in 8 ½ in. x 13 in. or long bond paper**) may be obtained by the following means:
 - a. Downloaded from the DFA website (www.dfa.gov.ph);
 - b. Personally secured from the Main Office or Regional Consular Offices (RCO) of the DFA, or from Philippine Embassies/Consulates abroad;
2. Application forms shall be duly accomplished by the applicants and submitted in person from **05 February until 29 March 2017** at any Regional Consular Office or at Philippine Embassies or Consulates abroad, and not later than **05 April 2017 until 5:00 p.m. only** at the Board of Foreign Service Examinations (BFSE) Secretariat, Second Floor, DFA Main Building, 2330 Roxas Blvd., Pasay City. Applications shall no longer be accepted beyond the set deadlines.
3. The following shall be attached to the completed application forms:
 - a. Photocopy of transcript of records from the college or university from which the degree was obtained, bearing the seal of the college or university. Applicants who attended **post-graduate** schools shall submit a copy of their transcript of records certified as true copy by said school, **in addition** to their college or university records. Transcript of records obtained from a foreign school shall be **certified as true copy by the foreign school**, with English translation, and duly **authenticated** by a Philippine Foreign Service Post exercising jurisdiction over the country of the foreign school;

- b. 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. Applicants who attended post-graduate schools shall submit a copy of their diploma or certificate of graduation certified as true copy by said school, in addition to their college diploma. Diplomas or certificates of graduation obtained from a foreign school shall be **certified as true copy by the foreign school**, with English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country of the foreign school;
- c. Proof of past and present employment/ further studies;
- d. **Original** birth certificate issued by the Philippine Statistics Authority (PSA)
 - 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 Filipino 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 of the Philippines.
- e. For married applicants: a Certified True Copy (CTC) of marriage contract from the PSA. 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.
- f. Ten (10) pieces of 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** (For photograph details, please refer to CSC webpage - http://excell.csc.gov.ph/cscweb/geninfo_cse.html)
- g. Two (2) self-addressed letter envelopes with stamp/s and marked as "priority mail"; and
- h. Copies of two (2) valid identification cards (IDs), with the originals to be presented upon submission.

Applications with incomplete documentary requirements shall not be accepted. A non-refundable admission fee of **five hundred pesos (P500.00)** shall be collected from those who shall take the 2017 FSO Qualifying Test only **upon inspection and acceptance** of their application.

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) 834-3080/ 3083 ° Email: bfse@dfa.gov.ph

DFA NCR-East Office: 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 570-3230 ° Fax (02) 570-3231 ° Email: dfancreast@dfa.gov.ph

DFA NCR-Central Office: Level 1, Lingkod Pinoy Center, Robinsons Galleria, Quezon City ° Tel (02) 631-0806 ° Fax (02) 631-0700 ° Email: dfancrcentral@dfa.gov.ph

DFA NCR-West: 5/F, SM City Manila, Natividad Almeda-Lopez St. (formerly Concepcion St), Manila ° Tel (02) 536-9994 ° Fax (02) 536-9995 ° Email: dfancrwest@dfa.gov.ph

DFA NCR-South: 4/F, Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa City ° Tel (02) 551-

1051 ° Fax (02) 550-2697 ° Email: dfancrsouth@dfa.gov.ph
DFA NCR-Northeast: Ali Mall Government Center, 2/F Ali Mall Cubao, Quezon City ° Tel (02) 293-0105 °
Email: dfancnortheast@dfa.gov.ph

DFA RCO Angeles: 3/F, MarQueen Mall, Pulung Maragul, Angeles City ° Tel. (045) 304-0193 ° Email: dfaclarksatellite@yahoo.com

DFA RCO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 434-4412675 °
Fax (034) 435-6358 ° Email: bacolod.rco@dfa.gov.ph; rcobacolod@gmail.com

DFA RCO Baguio: Upper Basement, SM City Baguio, Luneta Hill, Baguio City ° Tel (074) 422-2258, (074) 422 -1465
° Fax (074) 442-2255 ° Email: rco_baguio@yahoo.com; baguio.rco@dfa.gov.ph

DFA RCO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 342-7822 ° Fax (085)
342-5700 ° Email: butuan.rco@dfa.gov.ph; dfabutuan@yahoo.com

DFA RCO Cagayan de Oro: 3/F Centrio Mall, cor. Corrales and Recto Sts., Brgy. 24, Cagayan de Oro City ° Tel.
(088) 858-6565, (088) 857-2175 ° Fax (088) 857-2175 ° Email: cdo.rco@dfa.gov.ph; rco.cdo@gmail.com

DFA RCO Calasiao: 2/F Robinsons Place-Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan 2418 ° Tel. (075)
632-7705, 632-7932 ° Fax (075) 632-7892 ° Email: rcocalasiao@yahoo.com

DFA RCO Cebu: 4th Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City
° Tel. (032) 520-5898, 520-6193 ° Fax (032) 520-6550 ° Email: dfacebu@yahoo.com; cebu.rco@dfa.gov.ph,
dfacebu@dfa.gov

DFA RCO Cotabato: People's Palace, City Hall, Cotabato City ° Tel. (064) 421-3495, 421-3878 ° Fax (064) 421-
3495 ° Email: rcocotabato@yahoo.com

DFA RCO Davao: 3/F, SM City Davao, Quimpo Blvd., Ecoland, Brgy. Malina, Davao City ° Tel. (082) 285-4885, 285-
1900 ° Fax (082) 285-1727, 2851552, ° Email: mindanao@dfa.gov.ph; davao.rco@dfa.gov.ph

DFA RCO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200° Tel. (035) 532-0024;
(035) 532-0019 ° Fax ° Email: rcodumaguete@gmail.com

DFA RCO General Santos: GF Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel.
(083) 553-8380, 826-9089 ° Fax (083) 554-2742 ° Email: rco.gsc@gmail.com; generalsantos.rco@dfa.gov.ph

DFA RCO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 337-8017, (02) 335-0221
° Fax (033) 335-0221 ° Email: iloilo.rco@dfa.gov.ph

DFA RCO La Union: Pasado Building, Pagdalagan Norte, San Fernando, La Union ° Tel (072) 607-6487, 607-
6510 ° Fax (072) 607-6491 ° Email: dfa_launion@yahoo.com; launion.rco@dfa.gov.ph

DFA RCO Legazpi: 3/F Pacific Mall-Legazpi, F. Imperial St., cor. Circumferential Rd., Brgy. Capantawan, Landco
Business Park, Legazpi City ° Tel. (052) 480-3000, 820-3396 ° Fax (052) 480-1773 ° Email:
dfa.legazpi@yahoo.com; legaspi.rco@dfa.gov.ph

DFA RCO Lipa: 2/F Robinson Place, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Fax
(043) 722-0590 ° Email : dfa.rco.batangas@gmail.com; batangas.rco@dfa.gov.ph

DFA RCO Lucena: 3/F, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City ° Tel. (042) 710-4526, 373-
1119 ° Fax (042) 373-1898 ° Email lucena.rco@dfa.gov.ph; dfarcolucena@gmail.com

DFA RCO Pampanga: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tels. (045) 636-0007, 636-
0009 ° Fax No. (045) 636-0010 ° Email: rcopampanga@yahoo.com; pampanga.rco@dfa.gov.ph

DFA RCO Puerto Princesa: 2/F Robinsons Place Palawan, National Highway, Barangay San Manuel, Puerto
Princesa City ° Tel. (048) 434-1773 ° Email: dfarcoprincesa@gmail.com; puertopricensa.rco@dfa.gov.ph

DFA RCO Tacloban: Leyte SMED Center, Capitol Site, Sn. Enage, Tacloban City ° Tel. (053) 321-8233, (053) 523-
0080 ° Fax (053) 321-8237 ° Email : dfa_tac@yahoo.com; tacloban.rco@dfa.gov.ph

DFA RCO Tuguegarao: Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley ° Tel (078)
846-4813, 846-1482 ° Fax (078) 846-2310 ° Email: dfa.tuguegarao@yahoo.com

DFA RCO Zamboanga: Go-Velayo Building, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398, (062) 991-
2202 ° Fax (062) 991-7958 ° Email: rcozambo@yahoo.com; rcozamboanga@yahoo.com