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 **2014 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 must also possess 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 the said admission 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 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 EXAMINATIONS

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 – 10 August 2014

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 City (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:

The Written Test covers the following	20%
1. English	5%
 Filipino Philippine Political, Economic, Social and Cultural Conditions - Pl history, culture, foreign policy, geography, government, developmen 	nilippine i issues 30%
and goalsInternational Affairs - Theory and practice of international economics and trade, international politics, international law and treaties	30% 10%
5. World History6. Foreign Language - Arabic, Bahasa Indonesia, Chinese, French, Germ Japanese, or Spanish	an, 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 shall be evaluated and certified as having passed the Psychological Test based on the results of their 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 above 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 entire FSO Examination all 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 shall no longer 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:

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 10 August 2014. The maximum age limit, however, do 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 Examinations and who

meet the other qualifications required of candidates for the examination.

3. **Education** – Applicants should have at least 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 may be obtained in 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 31 March 2014 (Monday) until 13 June 2014 (Friday) at any Regional Consular Office or at Philippine Embassies or Consulates abroad, and not later than 20 June 2014 (Friday) 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. Certified True Copy (CTC) 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 which jurisdiction covers said foreign school;

- b. Certified True Copy (CTC) 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 which jurisdiction covers said foreign school;
- c. Proof of past or present employment or further studies;
- d. 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 National Statistics Office (NSO). The Report of Birth shall be duly authenticated by the issuing Post. A certification of non-availability of said birth certificate from the NSO 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 in the Philippines.
- e. <u>For married applicants</u>: a Certified True Copy (CTC) of marriage contract from the National Statistics Office. 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 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 and self-stamped envelopes marked as "priority mail"; and
- h. Two (2) Original valid identification cards (IDs) and a copy of each IDs.

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 10 August 2014 FSO Qualifying Test only upon inspection and acceptance of their application.

LIST OF DFA OFFICES

<u>DFA Main Office</u>: 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

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

<u>DFA NCR-West</u>: 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

<u>DFA Satellite Office Angeles:</u> 3/F, MarQuee Mall, Pulung Maragul, Angeles City ° Tel. (045) 304-0193 ° Email: dfaclarksatellite@yahoo.com

<u>DFA RCO Bacolod</u>: 2/F, East Block Square Circumferential Road, Barangay Villa Monte, Bacolod City ° Tel. (034) 434-8338 ° Fax (034) 435-6358 ° Email: dfa_bacolod@yahoo.com; 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

<u>DFA RCO Butuan</u>: CESIA Building, Mantilla Boulevard, Butuan City ° Tel. (085) 342-7822 ° Fax (085) 342-5700 ° Email: dfarco_butuan@yahoo.com; dfabutuan@yahoo.com

DFA RCO Cagayan de Oro: Limketkai Center, Cagayan de Oro City ° Tel. (08822) 724-309, (088) 857-2175 ° Fax (08822) 726-578 ° Email: rco.cdo@philcom.ph; rco.cdo@gmail.com

<u>DFA RCO Cebu</u>: 4th Level, Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City ° Tel. (032) 520-5898, 520-6193, 520-6550 ° Fax (032) 520-6551 ° Email: dfacebu@yahoo.com; cebu.rco@dfa.gov.ph, cebu@dfa.gov.ph

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

<u>DFA RCO Davao</u>: 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

<u>DFA RCO General Santos</u>: 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

<u>DFA RCO Iloilo</u>: Yulo Street, Iloilo City ° Tel. (033) 336-1737, (02) 487-3041 ° Fax (033) 335-0221 ° Email: dfailo@skyinet.net; 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

<u>DFA RCO Legazp</u>i: Lacandula Drive, Barangay Cruzada, Legazpi City ° Tel. (052) 480-3000, 820-3396 ° Fax (052) 480-1773 ° Email: dfa_legazpi@yahoo.com

<u>DFA RCO Lipa</u>: 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

<u>DFA RCO Lucena</u>: 3rd Floor, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena <u>City</u> ° Tel. (042) 710-4526, 373-1119 ° Fax (042) 373-1898 ° Email : dfarcolc@pldtsl.net; lucena.rco@dfa.gov.ph

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

<u>DFA RCO Puerto Princesa</u>: 2nd Floor, Puerto Princesa City Coliseum, National Highway, Barangay San Pedro, Puerto Princesa City ° Tel. (048) 434-1773 ° Email: dfarcopprincesa@gmail.com

<u>DFA RCO Tacloban</u>: 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

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

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

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

APPLICATION FOR THE 2014 FOREIGN SERVICE OFFICER EXAMINATIONS

INS	STRUCTIONS:							
1.	All questions must be answer	ed fully in the app	licant's own handwriting in					
	black ink using a pen or a	ck ink, using a pen or a ball pen with all blanks filled-in. A line or sh is not deemed an answer. If the entry is not relevant or there is no Photograph						
	dash is not deemed an answ	er. If the entry is i	not relevant or there is no	Photograph				
	answer, please write N/A.	- II th	requirements indicated in	(4.5 x 3.5 cm.)				
2.	The applicant must complete	all the necessary	d decuments socurely to					
	the examination announcem	ent, attaching sai	d documents securely to					
	this application.	a anguero to com	o guestions the applicant					
3.	If more space is needed for the answers to some questions, the applicant may use a clean sheet of <u>8 ½ in. x 13 in. bond paper</u> . Follow the same							
	format as in the application for	rm and number th	e answers accordingly.					
,	Duly accomplished notarized	application form s	hould be submitted as follo	ows:				
4.	Duly accomplished notarized	the BESE Secre	tariat DFA Main Office.	Manila, one (1) duly				
	 For those submitting to the BFSE Secretariat, DFA Main Office, Manila, one (1) duly accomplished notarized application form with attachments; 							
	accomplished notalized a	to the DEA R	egional Consular Office	s or to Philippine				
	• For those submitting	one (1) duly a	egional Consular Sines ecomplished <u>notarized a</u>	pplication form with				
	ettechments and one (1)	photocopy of the c	omplete set of documents.					
_	Application forms shall be di	ily accomplished	by the applicants and sub	mitted in person, not				
Э.	leter than 12 June 201/	pplication forms shall be duly accomplished by the applicants and submitted in person, not ter than 13 June 2014 at any Regional Consular Office or Philippine Embassy or						
	Consulate abroad, and not l	ater than 20 Jun	e 2014 until 5:00 p.m. o	nly at the DFA Main				
	Office. Applications shall n	o longer be acce	epted beyond the set dea	adlines.				
6.	Incomplete application forms	shall not be accer	oted.					
7	Any false misleading or fra	udulent statemer	its knowingly made by th	ne applicant shall be				
	sufficient cause for the can	cellation of his/he	er test papers, removal f	rom office if already				
	appointed and prosecution for	or periury.						
8.	Applicants who do not follow	the foregoing inst	ructions shall not be allowe	ed to take the Foreign				
	Service Officer Examinations.							
Col	vice Officer Examination – Quality mmission (CSC). Those who payibility by the CSC and shall qualif	ss the CSE-FSO sl	hall be conferred the Career	Foreign Service Officer				
1.	Name:							
	Surname	First Name	Middle Name	Name Extension (Jr/Sr/II)				
2.	Place of birth:		Date of birth:					
	Age:							
	Citizenship(s):							
	()		_ Religion:					
			_ Keligion:					
3.	Civil Status:		_ Keligion:					
3.	Civil Status:		_ Keligion:					
3.	Civil Status: If Married, name of spouse: _	Surname						
3.	Civil Status: If Married, name of spouse: Citizenship(s) of spouse:	Surname	Religion:	Middle Name				
3.	Civil Status: If Married, name of spouse: Citizenship(s) of spouse: In case of a Muslim,	Surname please enumera		Middle Name				
3.	Civil Status: If Married, name of spouse: Citizenship(s) of spouse: In case of a Muslim, separate sheet if neces	Surname please enumera		Middle Name of all spouses (Use				
3.	Civil Status: If Married, name of spouse: Citizenship(s) of spouse: In case of a Muslim, separate sheet if necesions. In case of a foreigner	Surname please enumeraessary) spouse, the appli	First Name te name and citizenships cation will still be brought	Middle Name of all spouses (Use to the attention of the				
3.	Civil Status: If Married, name of spouse: Citizenship(s) of spouse: In case of a Muslim, separate sheet if necesion in case of a foreigner Secretary of Foreign	Surname please enumeraessary) spouse, the appli Affairs, for appro		Middle Name of all spouses (Use to the attention of the				
	Civil Status: If Married, name of spouse: Citizenship(s) of spouse: In case of a Muslim, separate sheet if necesion and secretary of Foreign also be required of the	Surname please enumeralessary) spouse, the applicant.	First Name te name and citizenships cation will still be brought val. Additional documenta	Middle Name of all spouses (Use to the attention of the ary requirements may				
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	Civil Status: If Married, name of spouse: • In case of a Muslim, separate sheet if nece • In case of a foreigner Secretary of Foreign also be required of the Home address:	Surname please enumeralessary) spouse, the applicant.	First Name te name and citizenships cation will still be brought val. Additional documenta To Mobile number:	Middle Name of all spouses (Use to the attention of the ary requirements may				

	Office address:								
	Office telephone number:								
5.		Educational attainment: (Use separate sheet if necessary) Degree/s Received College/University Inclusive Dates				ısive Dates			
-	Degree/s	Received		Colle	g e /On	versity		IIIOIC	Joivo Batoo
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	Present Emgency/Office	nployment: <i>(Use</i> Address	separate Po	sheet if necess osition/Job Ti	sary) itle	Government Length of Exper	ence	Private e in	None Status of
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7	Drovious Er	mploymont: ///o		to about if name	2007/				
	gency/Office	Address		separate sheet if necessary) Position/Job Title		Length of Experie			Reason for
						Present Job/P	ositio	on	Leaving
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		4,000							
8.		e / Board / E	Bar / Ot	her Governr	ment I	Examinations Pa	asse	d (Use s	separate sheet if
	necessary)								
	Name of Examination Rating Date of Examination Place of Examination				Examination				

9.						3) Filipino citizei	ns o	f good :	standing who
can vouch for your good moral character (exclude relatives). NAME ADDRESS/TELEPHONE OR MOBILE NO. OCCUPATION		ATION							
				,					
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.				ne oπense. A tted with this				
11	In coop ver	noos the C-	olan C	omiles Offi-	. F.	noin ations 20			
	1. 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					O IV by the so within the			
	2. 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								
				- American Marie					2

Have you taken the Foreign Se If yes, state how many times yo			
the dates of those examinations		ollowing 1 00 con	iponent examinations and
 Qualifying Test 			
Qualifying Test Preliminary Interview			
3. Written Test			
Written Test Psychological Test			
5. Oral Test			
14. Foreign Language Test. Pleas	e cneck the foreig	n language you v	vish to be examined in.
() Arabic () Ba	anasa indonesia	() Chinese	() French
() German () Ja	ipanese	() Spanish	
15. Please check the testing center	er where vou inten	d to take the Qua	lifving 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 Fernand	o Citv. La Union	
() Bacolod City() Baguio City() Cagayan de Oro City() Cebu City() Davao City() General Santos City	() City of San F	ernando, Pampar	nga
16. From where/whom did you fi Examination? Please put a answer/s.	irst learn about t	he 2014 Foreign	Service Officer (FSO)
☐ DFA website	☐ DFA employed	es □Newsp	paper advertisement/s
☐ CSC/PIA or other official Government website	☐ Friends/relativ	es □I have	taken the exam before
☐ Blogs/unofficial websites	☐Others (please	specify)	
17. What is your main reason/mo check mark on the space besi answer, rank them from 1-5 wi	de your correspo	nding answer. If	ination? Please put a you have more than 1
☐ Pursue a career in the govern	nment [☐ Academic back	ground/training
☐ Opportunity to work overseas	. [☐ Explore opportu for professional	
☐ Others (please specify) :			
I understand that the BFSE reserve	e the right not to	conduct the Over	fying Toot in any of the

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. <u>Certified True Copy</u> (CTC) of transcript of records from college or university, bearing seal of the college or university;
- 2. <u>Certified True Copy</u> (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

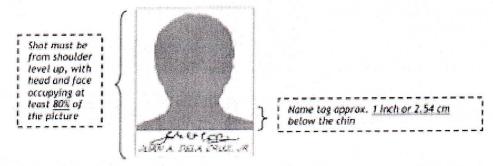
record is available at National Statistics Office (NSO). The Report of Birth shall be duly authenticated by the issuing Post. A certification of non-availability of said birth certificate from the NSO shall be submitted along with the Report of Birth.

• 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 National Statistics Office. 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); and

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

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

application.					
OAT	H OF APPLICANT				
law, hereby declare that the foregoing a Foreign Service Officer Examinations are that I have not knowingly made any understand that any false, misleading o	, after having been duly sworn in accordance with answers to the questions in this application to take the true and correct to the best of my knowledge and belief; false, misleading or fraudulent statement; and that I r fraudulent statement knowingly made by me shall be my examination papers, removal from office if already Signature of Applicant over Printed Name				
, Affiant dis	efore me this day of at splaying to me his/her Residence Certificate issued at Notary Public/				