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

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

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 **2012 FOREIGN SERVICE OFFICER (FSO) EXAMINATIONS** 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 communication, 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 2012 FSO Examinations 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 – 19 February 2012**

The Qualifying Test covers (1) English grammar and correct usage; (2) reading comprehension; (3) logical reasoning; (4) quantitative reasoning/data interpretation; and (5) leadership/knowledge of management concepts.

The testing centers for the Qualifying Test are in Baguio City, Cagayan de Oro City, Cebu City, Davao City, Iloilo City, General Santos City, Legazpi City, Lucena City, Metro Manila, San Fernando City (Pampanga), Tacloban City, and Zamboanga City.

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 – 31 March 2012 (tentative)**

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, Cebu City, Davao City, Iloilo City and Cagayan de Oro City. However, the Board reserves the right not 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 – 4, 5, & 6 April 2012 (tentative)**

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

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

The testing centers for the Written Test are in Metro Manila, Cebu City, Davao City, Iloilo City and Cagayan de Oro City. However, the Board reserves the right not to 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 – 25 to 29 June 2012 (tentative)**

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 – 29, 30, 31 August 2012 (tentative)**

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 an official composite rating of 80% or above in the Written Test and Oral Test in order to be certified by the Board as eligible for appointment as Foreign Service Officer, Class IV.

## **QUALIFICATIONS AND REQUIREMENTS**

Applicants shall meet the following requirements:

1. Age - Applicants should be less than thirty-five (35) years of age on the day of the Qualifying Test or on 19 February 2012. 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.
2. 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.
3. Citizenship - Applicants should be Filipino citizens and currently 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. For more information on the rules governing citizenship under R.A. 9225, please visit [http://www.gov.ph/faqs/dualcitizenship\\_irr.asp](http://www.gov.ph/faqs/dualcitizenship_irr.asp)

## **HOW TO APPLY**

1. Application forms may be obtained in the following means:
  - a. Downloaded from the DFA website ([dfa.gov.ph](http://dfa.gov.ph)) ;
  - b. Personally secured from the Main Office or Regional Consular Offices (RCO) of the DFA;
2. Application forms shall be duly accomplished by the applicants and submitted in person, not later than 05 January 2012 to any Regional Consular Office or the nearest Philippine Embassy or Consulate , and not later than 13 January 2012 until 5:00 p.m. only to the DFA Main Office. Applications shall no longer be accepted beyond the set deadline. Those who will submit their applications to Philippine Embassies or Consulates abroad must be able to present their valid passport and visa or valid employment contract in their respective host countries.
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, or 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, or duly authenticated by a Philippine Foreign Service Post which jurisdiction covers said foreign school;

c. Original birth certificate issued by the National Statistics Office, and

□ for a naturalized Filipino citizen: a Certified True Copy (CTC) of naturalization papers or Philippine passport,

□ 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.

□ for married women: 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.

□ Report of Birth at Post may also be submitted in case the original birth certificate issued by the National Statistics Office is not available. It shall be duly authenticated by the issuing Post. A certification of non-availability of said birth certificate shall be submitted along with the Report of Birth.

d. Eight (8) pieces 1-1/2in. x 2in. black and white or color studio-taken photographs, taken within six (6) months before the date of the examination, showing the full frontal view of the face of the applicant with a name tag (i.e. Juan M. dela Cruz, Jr.) (photocopied, scanned and digitally enhanced pictures shall not be accepted); and

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

f. Photo copy of valid identification card.

A non-refundable admission fee of five hundred pesos (P500.00) shall be collected from those who shall take the 2012 Qualifying Test only upon inspection and acceptance of their application.

**Applications with incomplete documentary requirements shall not be accepted.**

## **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 \* Fax (02) 551-5976

DFA RCO Baguio: Don Monsylito Building, 16 Legarda Road, Baguio City \* Tel (074) 424-3358, 442-2258 \* Fax (074) 442-2255,  
rco\_baguio@yahoo.com

DFA RCO La Union: Pasado Building, Pagdalagan Norte, San Fernando, La Union \* Tel (072) 607-6487, 607-6490  
\* Fax (072) 607-6491 \* Email: dfa\_launion@yahoo.com

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

DFA RCO Pampanga: City Central Transport Terminal (CCTT) Lazatin Blvd., Corner Olongapo-Gapan Road, San Juan, City of San Fernando, Pampanga \* Tels. (045) 455-2470, 455-2475 \* Fax No. (045) 961-6175 \* Email: rcopampanga@yahoo.com

DFA RCO Lucena: 3rd Floor, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City \* Tel. (042) 710-4526, 373-1119 \* Fax (042) 373-1898 \* Email: dfarcolc@pltdsl.net

DFA RCO Batangas: Batangan Plaza and Convention Center, National Road, Kumintang Ilaya, Batangas City \* Tel. (043) 722-0578  
\* Email: dfa.co.batangas@gmail.com

DFA RCO Puerto Princesa: 2nd Floor, Puerto Princesa City Coliseum, National Highway, Barangay San Pedro, Puerto Princesa City  
\* Tel. (048) 434-1773

DFA RCO Legazpi: Lacandula Drive, Barangay Cruzada, Legazpi City \* Tel. (052) 480-3000, 820-3396 \* Fax (052) 480-1773

\* Email: rco\_legazpi@yahoo.com

DFA RCO Iloilo: Yulo Street, Iloilo City \* Tel. (033) 336-1737, (02) 487-3041 \* Fax (033) 335-0221 \* Email: dfailo@skyinet.net

DFA RCO Bacolod: 2nd Floor, East Block Square, Circumferential Road, Barangay Villa Monte, Bacolod City \* Tel. (034) 434-8338

\* Email: dfa\_bacolod@yahoo.com

DFA RCO Cebu: Causing Lozada Building, Osmena Blvd. cor Lapu-lapu Street, Cebu City \* Tel. (032) 256-3193, 253-6798

\* Fax (032) 256-0624 \* Email: dfacebu@yahoo.com

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

DFA RCO Zamboanga: Go-Velayo Building, Veterans Avenue, Zamboanga City, Zamboanga del Sur \* Tel. (062) 991-4398, (062) 991-2202

\* Fax (062) 991-7958 \* Email: rcozambo@yahoo.com

DFA RCO Cagayan de Oro: Limketkai Drive, Cagayan de Oro City \* Tel. (08822) 724-309, (088) 857-2175 \* Fax (08822) 726-578

\* Email: rco.cdo@gmail.com

DFA RCO Davao City: Ebro-Pelayo Building, E. Jacinto Street, Davao City \* Tel. (082) 227-3900, 224-4885,

\* Fax (082) 221-4552, \* Email: davaorco@yahoo.com



DFA RCO Butuan: CESIA Building, Montilla Boulevard, Butuan City \* Tel. (085) 342-7822 \* Fax (085) 342-5700

\* Email: dfarco\_butuan@yahoo.com

DFA RCO General Santos: Gaisano Complex, J. Catolico St., Lagao, General Santos City \* Tel. (083) 553-8380, 826-9089

\* Email: rco.gsc@gmail.com

DFA RCO Cotabato: People's Palace, City Hall, Cotabato City \* Tel. (064) 421-3478 \* Fax (064) 421-3495

\* Email: rcocotabato@yahoo.com