

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

**APPLICATION FOR THE FOREIGN SERVICE OFFICER EXAMINATIONS**

**INSTRUCTIONS:**

1. All questions must be answered fully in the applicant's own handwriting in black ink, using a pen or a ball 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. 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 **25 January 2013** at any Regional Consular Office or Philippine Embassy or Consulate abroad, and not later than **31 January 2013 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.

1-1/2 in. x 2 in.  
Photograph

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.**
- |                                 |   |                                  |                                 |
|---------------------------------|---|----------------------------------|---------------------------------|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Bahasa Indonesia | <input type="checkbox"/> Chinese | <input type="checkbox"/> French |
| <input type="checkbox"/> German | <input type="checkbox"/> Japanese         | <input type="checkbox"/> Spanish |                                 |
15. **Please check the testing center where you intend to take the Qualifying Test.**
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Baguio City                 | <input type="checkbox"/> Bacolod City  | <input type="checkbox"/> Cagayan de Oro City |
| <input type="checkbox"/> Lucena City                 | <input type="checkbox"/> Cebu City     | <input type="checkbox"/> Davao City          |
| <input type="checkbox"/> Metro Manila                | <input type="checkbox"/> Iloilo City   | <input type="checkbox"/> General Santos City |
| <input type="checkbox"/> Legazpi City                | <input type="checkbox"/> Tacloban City | <input type="checkbox"/> Zamboanga City      |
| <input type="checkbox"/> San Fernando City, La Union |  |  |
| <input type="checkbox"/> San Fernando City Pampanga  |  |  |
- 

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 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. 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.; 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.

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