

**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 provisions of the Foreign Service Act (R.A. 7157) of 1991 and the Revised Administrative Code of 1987, announces the holding of the **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 also 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. 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 tourism to the Philippines; performing consular functions; and representing the Philippines in various international fora.

FSO EXAMINATION

The FSO Examination is composed of 3 parts, namely (1) the Qualifying Test, (2) the Written Examination and (3) the Oral Examination.

I. The Qualifying Test – 4 May 2008

The Qualifying Test covers (1) English grammar and correct usage - 40%; (2) reading comprehension - 20%; (3) logical reasoning - 15%; (4) quantitative reasoning/data interpretation -10%; and (5) leadership/ knowledge of management concepts - 15%.

The testing centers for the Qualifying Test are in Baguio City, Cagayan de Oro City, Cebu City, Davao City, San Fernando City (La Union), Legazpi City, Metro Manila, Iloilo City, Zamboanga City. Tests are also held in Washington D.C, USA, Vienna, Austria and Dubai, United Arab Emirates.

Only those who shall pass the FSO qualifying test with a rating of at least 80% shall be allowed to take the FSO Written Examination.

II. FSO Written Examination - 20, 21, 22 August 2008 (tentative)

The FSO Written Examination 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	20%
5. World History	20%
6. Foreign Language - Arabic, Bahasa, Chinese, French, German, Japanese, Russian or Spanish	5%

The testing centers for the FSO Written Examination are in Pasay City, Cebu City, Davao City, Iloilo City and Zamboanga City. However, the Board reserves the right not to conduct the Written Examination outside Metro Manila depending on the number of qualified examinees.

Candidates must obtain a passing grade of at least 75% in English before all their written examination papers shall be considered. To qualify to take the oral examination, candidates must obtain at least 75% in English, and a composite score of at least 75% in the FSO Written Examination.

III. FSO Oral Examination – 3, 4, 5 December 2008 (tentative)

The Oral Examination shall be held in Manila after the results of the Written Examination shall have been determined. The Oral Examination shall include an assessment of the candidate's oral skills, logical thinking, values and attitude. Previous records and experiences shall also be considered in determining the candidate's fitness and aptitude for foreign service work.

To be eligible for appointment as FSO IV, candidates must receive a score of not less than 80% in the oral examination and pass the Psychological Test.

QUALIFICATIONS AND REQUIREMENTS

Applicants shall meet the following requirements:

1. **Age Limit** - Applicants shall be less than thirty-six (36) years of age on 31 December 2008. The maximum age limit, however, does not apply to those who have been employed in the Department of Foreign Affairs for at least two years prior to the date of the FSO Written Examination and who meet the other qualifications required of candidates for the examination.
2. **Education** - Applicants shall have at least graduated from a four (4) year bachelor's degree course or its equivalent, and shall present the transcript of records and diploma, certificate of graduation or its equivalent from a college or university of recognized standing.
3. **Citizenship** - Applicants shall be Filipino citizens. 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

HOW TO APPLY

1. Application forms may be obtained in three ways:
 - 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 the Civil Service Commission Regional Offices (Please see page 3 for the addresses);
 - c. Mailed to addressee upon written request to the BFSE Secretariat, Main Office of the DFA, or its RCOs.
2. Application forms shall be duly accomplished by the applicants and returned either by mail, or in person, not later than **4 April 2008** to any Regional Consular Office or Foreign Service Post, or not later than **11 April 2008** to the DFA Main Office.
3. The following shall be attached to the completed application forms:
 - a. Photocopy of transcript of records from college or university, diploma or certificate of graduation
 - b. Birth certificate issued by the National Statistics Office, and if appropriate, copy of naturalization papers or Philippine passport;
 - c. One (1) 2in. x 2in. photograph, four (4) 1in. x 1in. photographs taken within six (6) months before the date of the examination, showing the full frontal view of the face of the applicant;
 - d. Two (2) 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**.

A non-refundable admission fee of **two hundred pesos (P200.00)** shall be collected from those who shall qualify to take the FSO Written Examination.

LIST OF DFA OFFICES

DFA Main Office: Board of Foreign Service Examinations, Department of Foreign Affairs, DFA Building, 2330 Roxas Boulevard, Pasay City ° Tels. (02) 834-3080/ 3083 ° Fax (02) 551-5976

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

DFA Mindanao and DFA RCO Davao City: Ebro-Pelayo Building, E. Jacinto Street, Davao City ° Tels. (082) 227-3900, 224-4885, 227-0713 ° Fax (082) 221-4552, 227-0712 ° Email: davaorco@ultimate.info.com, davaorco@yahoo.com

DFA RCO Cagayan de Oro: Geleng Building, Lapasan Highway, Cagayan de Oro City ° Tels. (08822) 724-309, (088) 857-2175 ° Fax (08822) 726-578 ° Email: rco@cdo.webling.com, cagayan_deoro@dfa.gov.ph

DFA RCO La Union: Pasado Building, Pagdalagan Norte, San Fernando, La Union ° Tels. (072) 888-3733, 888-3107 ° Fax (072) 888-5484 ° Email: dfalaunion@sflu.com, la_union@dfa.gov.ph

DFA RCO Clark Field: Balibayan Shopping Mall, Claro M. Recto Avenue, Clarkfield, Angeles, Pampanga ° Tels. (045) 599-7777 ° Fax No. (045) 599-6555 ° Email: pampanga@dfa.gov.ph

DFA RCO Cebu: Causing Lozada Building, Osmena Blvd. cor Lapu-lapu Street, Cebu City ° Tels. (032) 256-3193, 253-6798 ° Fax (032) 256-0624 ° Email: cebu@dfa.gov.ph, dfacebu@mozcom.com

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

DFA RCO Zamboanga: Go-Velayo Building, Veterans Avenue, Zamboanga City ° Tels. (062) 991-4398, (062) 991-2202 ° Fax (062) 991-7958 ° Email: rcozambo@jetlink.com.ph

DFA RCO Legazpi: 4/F, LCC Expressmart Building, Rizal St., Legazpi City ° Tels. (052) 480-3000, 820-3396 ° Fax (052) 480-1773 ° Email: dfa_legazpi@yahoo.com

DFA RCO Tacloban: Leyte SMED Center, Capitol Site, Sn. Enage, Tacloban City ° Tels. (053) 321-8233, (053) 321-8237 ° Fax (053) 321-8237 ° Email: taclobansco@dfa.gov.ph, dfa_reotac@glodelines.com.ph

DFA RCO Tuguegarao: Municipal Building, Tuguegarao, Cagayan Valley ° Tels (078) 846-4813, 846-1482 ° Fax (078) 846-2310 ° Email: tuguegarao@dfa.gov.ph

LIST OF CIVIL SERVICE COMMISSION OFFICES

- Regional Office No. 01: Quezon Avenue, San Fernando City, La Union 2500
- Regional Office No. 02: San Gabriel, Tuguegarao City, Cagayan 3500
- Regional Office No. 03: Capitol Compound, San Fernando City, Pampanga 2000
- Regional Office No. 04: 139 Panay Ave., Brgy. South Triangle, Quezon City 1103
- Regional Office No. 05: Rawis, Legazpi City 4500
- Regional Office No. 06: Onate Street, Manduriao, Iloilo City 5000
- Regional Office No. 07: Sudlon, Lahug, Cebu City 6000
- Regional Office No. 08: Government Center, Candahug, Palo, Leyte, 6501
- Regional Office No. 09: Cabatangan, Zamboanga City 7000
- Regional Office No. 10: Vamenta Boulevard, Carmen, Cagayan de Oro City 9000
- Regional Office No. 11: Ecoland Drive cor. Beechnut St., Ecoland Subd., Davao City 8000
- Regional Office No. 12: Gov. Guitierrez Avenue, Cotabato City 9600
- National Capital Region: 25 Kaliraya Street, Banawe, Quezon City 1100
- CARAGA Region: Doongan Road, Butuan City 8600
- Cordillera Administrative Region: No. 5 Private Road, New Lucban, Baguio City 2600
- Autonomous Region for Muslim Mindanao: ARMM Complex, Cotabato City 9600