

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, with all blanks filled-in using black pen or ball pen. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, write N/A.
2. 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.
3. Submit the necessary requirements indicated in the examination announcement, attaching them securely to this application.
4. If more space is needed for your answers to some questions, you may use a clean sheet of 8 1/2 in. x 13 in. bond paper. Follow the same format as in the application form and number your answers accordingly.
5. One duly accomplished notarized application form shall be submitted to the Board of Foreign Service Examinations Secretariat. An applicant who submits the application to the Regional Consular Offices, shall submit one (1) original duly accomplished application form with attachments and one photocopy thereof.
6. Incomplete application form shall not be accepted.
7. Application forms shall be duly accomplished by the applicants and submitted in person, not later than **4 February 2011** to any Regional Consular Office, or not later than **11 February 2011 until 5:00 p.m. only** to the DFA Main Office. Applications shall no longer be accepted beyond the set deadline.
8. Applicant who does 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): \_\_\_\_\_
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: \_\_\_\_\_  
Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Office address: \_\_\_\_\_  
Office telephone number: \_\_\_\_\_

LAL

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	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.

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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. Oral Test \_\_\_\_\_
5. Psychological 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"/> Cagayan de Oro City         | <input type="checkbox"/> Cebu City      |
| <input type="checkbox"/> Davao City   | <input type="checkbox"/> Iloilo City                 | <input type="checkbox"/> Legazpi City   |
| <input type="checkbox"/> Metro Manila | <input type="checkbox"/> San Fernando City, Pampanga | <input type="checkbox"/> Zamboanga City |

16. **Please check the testing center where you intend to take the Preliminary Interview and Written Test.**

- |                                       |   |                                      |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Cebu City    | <input type="checkbox"/> Davao City     | <input type="checkbox"/> Iloilo City |
| <input type="checkbox"/> Metro Manila | <input type="checkbox"/> Zamboanga City |                                      |

I understand that the BFSE reserves the right not to conduct the Preliminary Interview and Written Test in Cebu City, Davao City, Iloilo City and Zamboanga City 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. Original birth certificate issued by the National Statistics Office, and
  - a. for a naturalized Philippine citizen: copy of naturalization papers or Philippine passport,
  - b. 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 allegiance to all his/her other countries of citizenship; 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.
4. For married women: 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.
5. 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 dela Cruz, Jr.; and
6. 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