



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BOARD OF FOREIGN SERVICE EXAMINATIONS

ANNOUNCEMENT

The Board of Foreign Service Examinations (BFSE), pursuant to the provisions of the Foreign Service Act of 1991 (R.A. No. 7157) and the Revised Administrative Code of 1987, announces the conduct of the **2025 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 in the economic, political, and social conditions of the Philippines, and must possess not only facility in oral and written communications, but also the traits essential to the performance of the duties of a Foreign Service Officer. Furthermore, they must be willing and able to accept assignments to any Post where their services may be required.

Applicants are advised to check their eligibility and to ensure that they meet all the 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 on 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 government agencies as may be required; assisting in the preparation and conduct of international conferences; managing and supervising personnel; 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; facilitating the flow of trade, foreign investments, and tourism to the Philippines; performing consular functions; and representing the Philippines in various international fora.

FOREIGN SERVICE OFFICER EXAMINATION (FSOE)

The FSO Examination is composed of four (4) parts:

- (1) Qualifying Test;
- (2) Written Test;
- (3) Psychological Test; and
- (4) Oral Test.

I. Qualifying Test – 26 January 2025 (Sunday)

The Qualifying Test covers (1) Verbal Ability; (2) Analytical Ability; (3) Numerical Ability; and (4) Managerial Ability.

It shall be held at testing centers¹ in Bacolod City, Baguio City, Cagayan de Oro City, Calasiao-Pangasinan, Cebu City, Davao City, General Santos City, Iloilo City, Lipa City, Legazpi City, Lucena City, Metro Manila, Palo-Leyte, Puerto Princesa City, Tuguegarao City, San Fernando City (La Union), City of San Fernando (Pampanga), and Zamboanga City.

Candidates must obtain a passing grade of at least 80% in the Qualifying Test to qualify for the Preliminary Interview.

Examinees who pass the Qualifying Test shall **not** be allowed to defer in taking the Written Test.

N.B Examinees who passed the Qualifying Test after October 2013 are no longer required to retake the said Test, pursuant to CSC Resolution No.1302397 dated 29 October 2013.

II. Written Test - Date to be announced

The Written Test is composed of six subjects with the corresponding weights, namely: English (20%), Filipino (5%), Philippine Economic, Political, and Cultural Conditions (30%), International Affairs (30%), World History (10%), Foreign Language (Bahasa Indonesia, Chinese, French, German, Japanese or Spanish) (5%).

Candidates must obtain a cumulative rating of at least 75% in the Written Test to qualify for the Psychological Test.

Examinees who pass the Written Test shall **not** be allowed to defer in taking the Psychological Test.

III. Psychological Test - Date to be announced

The Psychological Test shall be held in Metro Manila after the results of the Written Test are released.

Candidates must pass the Psychological Test to qualify for the Oral Test.

Examinees who pass the Psychological Test shall **not** be allowed to defer taking the Oral Test.

¹ ***The BFSE and the Civil Service Commission (CSC) reserve the right to modify this list, depending on the number of applicants at the testing center.***

IV. Oral Test - Date to be announced

The Oral Test shall be held in Metro Manila after the results of the Psychological Test are released. It includes 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 an average score of at least 85% shall be deemed to have passed the Oral Test.

Overall score in the FSO Examination

A candidate must obtain a rating of 80% or higher from the composite score in the Written Test and Oral Test to pass the FSO examination.

Applicants are required to pass the four (4) sequential parts of the FSO Examination within the prescribed time frame to be considered eligible for appointment to the position of Foreign Service Officer, Class IV.

Any applicant who passed the Qualifying Test shall not 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 phases of the FSO Examination as scheduled shall be deemed to have failed the entire examination.

QUALIFICATIONS AND REQUIREMENTS

Applicants must meet the following requirements:

1. **Citizenship** – Applicants must be Filipino citizens. (*Note:* Pursuant to Republic Act No. 9225 and its Implementing Rules and Regulations, those who pass the FSO Examinations and have 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. **Education** – Applicants must be graduates of a four (4) year bachelor's degree course or higher **on or before the prescribed due date** of submission of requirements, and they must present the transcript of records and either the diploma, certificate of graduation, or its equivalent, from a college or university.
3. **Work Experience or Further Studies** – Applicants must possess at least two (2) years employment or finished further studies, after graduating from college or university.