

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

ANNOUNCEMENT

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 **2010 FOREIGN SERVICE OFFICER (FSO) EXAMINATION** 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 promoting tourism to the Philippines; performing consular functions; and representing the Philippines in various international fora.

FSO EXAMINATION

The FSO Examination is composed of 5 parts:

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

I. Qualifying Test – 28 March 2010

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, Legazpi City, Quezon City, San Fernando City (Pampanga), and

Zamboanga City. Tests are also held in Dubai, United Arab Emirates; Vienna, Austria; and Washington, D.C., U.S.A.

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 – 5 & 6 June 2010 (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 Zamboanga 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.

Candidates who passed the 2008 and 2009 Qualifying Tests, and are less than thirty-six (36) years of age at the time of the first day of the interview period, must pass the Preliminary Interview to be eligible to take the Written Test.

III. Written Test – 9, 10, 11 June 2010 (tentative)

The Written Test 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 Indonesia, Chinese, French, German, Japanese, or Spanish	5%

The testing centers for the Written Test are in Metro Manila, Cebu City, Davao City, Iloilo City and Zamboanga 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 Oral Test.

IV. Oral Test – 13, 14, 15 October 2010 (tentative)

The Oral Test shall be held in Manila after the results of the Written Test shall have been determined. The Oral Test 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.

A candidate is deemed to have passed the Oral Test if he garners a rating of 80% or above in the Oral Test.

V. Psychological Test – 22, 23, 24, 25, 26 November 2010 (tentative)

A candidate must garner an official **composite rating of 80% or above in the Written Test and Oral Test**, in order to be eligible to take the Psychological Test.

The Psychological Test shall be held in Manila after the results of the Oral Test have been determined.

Candidates must obtain a rating of "Recommended" or "Recommended with Reservations" in order to be deemed as having passed 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 28 March 2010. The maximum age limit, however, does 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 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 either the 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 the following 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;
2. Application forms shall be duly accomplished by the applicants and returned in person, not later than **5 February 2010** to any Regional Consular Office or Foreign Service Post, or not later than **12 February 2010 until 5:00 p.m. only** to the DFA Main Office.
3. The following shall be attached to the completed application forms:
 - a. Certified True Copy (CTC) of transcript of records from college or university, bearing seal of the college or university;
 - b. Certified True Copy (CTC) of diploma or certificate of graduation;
 - c. Original birth certificate issued by the National Statistics Office, and
 - for a naturalized Philippine citizen: a copy of naturalization papers or Philippine passport,
 - 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;
 - 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**.

A non-refundable admission fee of **five hundred pesos (P500.00)** shall be collected from those who shall take the 2010 Qualifying Test upon acceptance of their application.

LIST OF DFA OFFICES

DFA Main Office: Board of Foreign Service Examinations, Department of Foreign Affairs, DFA Building, 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

DFA RCO La Union: Pasado Building, Pagdalaan Norte, San Fernando, La Union ° Tel (072) 607-6487, 607-6490, 607-6510 ° Fax (072) 607-6491 ° Email: dfa_launion@yahoo.com, rco.launion@dfa.gov.ph

DFA RCO Tuguegarao: Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Valley ° Tel (078) 846-4813, 846-1482 ° Fax (078) 846-2310 ° Email: tuguegarao@dfa.gov.ph

DFA RCO San Fernando, Pampanga: City Central Transport Terminal, Lazatin Blvd. cor. Olongapo-Gapan Rd., Barrio San Juan, City of San Fernando, Pampanga ° Email: pampanga@dfa.gov.ph, 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 Puerto Princesa: 2nd Floor, Puerto Princesa City Coliseum, National Highway, Barangay San Pedro, Puerto Princesa City

DFA RCO Legazpi: 4/F, LCC Expressmart Building, Rizal St., Legazpi City, ° Tel. (052) 480-3000, 820-3396 ° Fax (052) 480-1773 ° Email: dfa_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 ° Fax (034) 434-8338 ° Email: dfa_bacolod@yahoo.com

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

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

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.weblinq.com, cagayan_deoro@dfa.gov.ph

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 ° Fax (083) 553-8380 ° Email: rco.gsc@gmail.com

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