



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 **2026 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<sup>1</sup> – 25 January 2026 (Sunday)**

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

It shall be held at testing centers<sup>2</sup> 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.

Examinees must obtain a passing grade of at least 80% in the Qualifying Test to qualify for the Written Test.

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

***N.B.*** Pursuant to Section 8, Rule III of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, civil service eligibilities shall not prescribe. Thus, and in accordance with CSC Resolution No. 1302397 dated 29 October 2013 that made the CSE-FSO an eligibility examination leading to the conferment of Career Foreign Service Officer Eligibility, examinees who took and passed the 12 December 2013 CSE-FSO, and thereafter, are no longer required to retake the FSOE-QT in case they fail in any of the succeeding stages of the FSOE.

## **II. Written Test - Date to be announced**

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

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

Examinees must obtain a composite score 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.

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<sup>1</sup> ***The FSOE-Qualifying Test (FSOE-QT) also refers to the Career Service Examination for Foreign Service Officer (CSE-FSOE) being conducted by the Civil Service Commission (CSC). As such, passers of the FSOE-QT (or those who obtain a rating of at least 80.00) shall have the following two advantages: i) Qualifying to the next part of the FSOE; and ii) Conferment by the CSC of a civil service eligibility called the Career Foreign Service Officer Eligibility, which is comparable to the Career Service Professional Eligibility.***

<sup>2</sup> ***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.***

### **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.

Examinees 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.

### **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.

Examinees who obtain a composite score of at least 80% in Oral Test components are considered to have passed the Oral Test.

### **Overall score in the FSO Examination**

The rating received for the Oral Test shall serve as the examinee's final rating for the entire FSO Examinations.

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 natural-born 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 a graduate of a bachelor's degree.

3. **Work Experience** – Applicants must have a minimum of two (2) years of work experience following the completion of a bachelor's degree. Possession of a Master's degree and further studies or a Juris Doctor degree, without the required minimum work experience, shall not be deemed qualified.

## **HOW TO APPLY**

1. Fill out the FSO Examination application form **(to be printed on 8 ½ in. x 13 in. or legal size paper.)** This form can be downloaded from the DFA website (<https://dfa.gov.ph/fsoexams>).
2. Download and fill out Civil Service Form No. 100 **(to be printed on 8 ½ in. x 13 in. or legal size paper)** from the CSC website: ([Career Service Examination for Foreign Service Officer \(CSE-FSO\)](#)). The CSC form shall serve as your admission to take the CSE-FSOE Qualifying Test.
3. Submit the accomplished forms above to any of the following offices:

Where to submit requirements?	Submission Period*
BFSE Secretariat Department of Foreign Affairs Double Dragon Tower, DD Meridian Avenue EDSA Extension, Pasay City	<b>15 September to 30 October 2025</b> <b>Monday to Friday</b> (From 0930H to 1600H, local time)
Consular Offices within and Outside Metro Manila	
Philippine Embassies, Consulates, or Missions Abroad	

**\* Applications shall not be accepted beyond the deadline.**

4. Attach the following documents to the completed application form:

<b>ACADEMIC REQUIREMENTS</b>	
1.	<p>Original/Certified true copy (CTC) and photocopy of transcript of records and diploma from the college or university from which the applicant's bachelor's degree was obtained, bearing the seal of the college or university.</p> <p>The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.</p> <p>Applicants who obtained a post-graduate degree shall submit an original/certified true copy (CTC) and photocopy of his/her transcript of records and diploma from the institution where the applicant's post-graduate degree was obtained.</p> <p>The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant.</p>

2.	<p>Any diploma or certificate of graduation and transcript of records obtained from foreign educational institution must either: a) be apostilled by competent authorities in countries that are state parties<sup>3</sup> to the Apostille Convention, in which legalization by the Philippine Foreign Service Post is no longer required; or b) if issued in countries that are not party to the Convention, be certified as true copies by the issuing institution accompanied by an official English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the issuing country.</p> <p>The photocopy of the diploma or certificate of graduation and transcript of records duly authenticated by a Philippine Foreign Service Post will be submitted to BFSE while the original will be returned to the applicant.</p>
	<b>DOCUMENTARY REQUIREMENTS</b>
1.	<p>Original and photocopy of the birth certificate issued by the Philippine Statistics Authority (PSA).</p> <p>The photocopy of the birth certificate will be submitted to BFSE while the original will be returned to the applicant.</p>
2.	<p>The Report of Birth issued and authenticated by Philippine Foreign Service Posts (FSPs) may also be submitted in case the PSA-issued birth certificate is not available.</p> <p>The photocopy of the Report of Birth will be submitted to BFSE while the original will be returned to the applicant.</p>
3.	<p>For married women, original and photocopy of the Marriage Certificate issued by the PSA.</p> <p>The Report of Marriage issued and authenticated by Philippine Foreign Service Posts (FSPs) may also be submitted in case the PSA-issued marriage certificate is not available.</p> <p>The photocopy of the Marriage Certificate or the Report of Marriage will be submitted to BFSE while the original will be returned to the applicant.</p> <p><i>Note: Applicants who are married to non-Filipino nationals must secure authorization from the Secretary of Foreign Affairs, through the BFSE, prior to undertaking the FSO Examinations.</i></p>
4.	<p>Two (2) valid government-issued identification cards (IDs). The originals must be presented upon the submission of documents.</p> <p>Two (2) photocopies of each of the IDs will be submitted to BFSE while the original IDs will be returned to the applicant.</p>
5.	<p>Original and photocopy of the Certificate of Employment (COE) issued by the employer, indicating at least two (2) years of work experience. <u>I</u>f the tenure with the current employer is less than 2 years, applicants must submit additional COE from the previous employer/s to comply with the eligibility requirement.</p>

<sup>3</sup> <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

	The photocopy of the COE will be submitted to BFSE while the original will be returned to the applicant.
6.	Duly accomplished Civil Service Commission application form ( <a href="#">CS Form No. 100</a> ) and the Foreign Service Officer Examination (FSOE) application form.
	<b>OTHER REQUIREMENTS</b>
1.	Eight (8) colored photographs: each measuring 4.5cm x 3.5cm; with white background; taken within three (3) months prior to filing of application; printed on good quality photo paper; in standard close-up shot; showing the applicant's full face including both ears. <b>Each photo must include a handwritten name tag (not computer-generated) displaying the applicant's First Name, Middle Initial, Last Name, and extension name (if any) and signature placed over the printed name.</b>

5. Soft copy of the application forms and the attached documents in PDF format should be emailed to [bfse.sec@dfa.gov.ph](mailto:bfse.sec@dfa.gov.ph) *by the applicant* with the recommended filename format:  
 Last Name, First Name, Middle Initial [Year]FSOEApplication.  
 Example: **Dela Cruz, Juan S. 2025FSOEApplication** (for strict compliance).

**Applications with incomplete documentary requirements shall not be accepted.** A non-refundable registration fee for the Qualifying Test of **five hundred pesos (P500.00)** shall be collected once the application form and supporting documents are inspected and accepted by the concerned DFA office.

## **LIST OF DFA OFFICES**

**DFA Main Office:** Board of Foreign Service Examinations, Department of Foreign Affairs, Double Dragon Tower, DD Meridian Ave., Edsa Extension, Pasay City ° Tel. (02) 8834-4000 loc. 4764 / 4765 ° Email: [bfse.sec@dfa.gov.ph](mailto:bfse.sec@dfa.gov.ph)

**DFA CO NCR-East Office:** 7/F, Building C, SM Megamall, Mandaluyong City ° Tel (02) 8234-2478 / (02) 8234-5062 ° Email: [ncreast@dfa.gov.ph](mailto:ncreast@dfa.gov.ph)

**DFA CO NCR-Central Office:** Level 1, Lingkod Pinoy Center, Robinsons Galleria, Quezon City ° Tel (02) 8631-0806 ° Email: [ncrcentral@dfa.gov.ph](mailto:ncrcentral@dfa.gov.ph)

**DFA CO NCR-West:** 5/F, SM City Manila, Natividad Almeda-Lopez St. (formerly Concepcion St) corner San Marcelino St., Ermita, Manila ° Tel (02) 8536-9995 ° Email: [ncrwest.so@dfa.gov.ph](mailto:ncrwest.so@dfa.gov.ph)

**DFA CO NCR-South:** 3rd Level, West Wing, Festival Mall – Alabang, Muntinlupa City ° Tel (02) 8551-1051 ° Email: [ncrsouth.so@dfa.gov.ph](mailto:ncrsouth.so@dfa.gov.ph)

**DFA CO NCR-Northeast:** 2/F Ali Mall, Government Center, Araneta City, Cubao, Quezon City ° Tel (02) 8293-0105 ° Email: [ncrnortheast.so@dfa.gov.ph](mailto:ncrnortheast.so@dfa.gov.ph)

**DFA CO NCR-North:** Level 3, 1 Lingkod Pinoy Center, Robinson's Place, Quirino

Highway, Novaliches, Quezon City ° Tel (02) 8372-7902 ° Email: [ncrnovaliches.so@dfa.gov.ph](mailto:ncrnovaliches.so@dfa.gov.ph)

DFA CO in Angeles: Ground Floor, Clark Tech Hub 2, SM City Clark, Barangay Malabánias, Angeles City, 2009 ° Tel. (045) 304-0193 ° Email: [angeles.rco@dfa.gov.ph](mailto:angeles.rco@dfa.gov.ph)

DFA CO Antipolo: 3rd Floor SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal ° Tel. (02) 8562-2491 ° Email: [antipolo.co@dfa.gov.ph](mailto:antipolo.co@dfa.gov.ph)

DFA CO Antique: 3F Robinson's Antique, Brgy. San Angel, San Jose de Buenavista, Antique ° Tel. (036) 8651-9400 ° Email: [antipolo.co@dfa.gov.ph](mailto:antipolo.co@dfa.gov.ph)

DFA CO Bacolod: 3/F, Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City ° Tel. (034) 441-2675 ° Email: [bacolod.rco@dfa.gov.ph](mailto:bacolod.rco@dfa.gov.ph)

DFA CO Baguio: Upper Basement, SM City Baguio, Luneta Hill, Upper Session Road, Baguio City ° Tel (074) 422-1465 ° Email: [rco\\_baguio@yahoo.com](mailto:rco_baguio@yahoo.com); [baguio.rco@dfa.gov.ph](mailto:baguio.rco@dfa.gov.ph)

DFA CO Balanga 3rd Level, The Bunker, Provincial Capitol Compound, Balanga, Bataan (+63) 9564234111 Email: [balanga.co@dfa.gov.ph](mailto:balanga.co@dfa.gov.ph)

DFA CO Butuan: 3/F Robinsons Place Butuan, JC Aquino Avenue, Butuan City ° Tel. (085) 815-5571 ° Email: [butuan.rco@dfa.gov.ph](mailto:butuan.rco@dfa.gov.ph); [dfabutuan@yahoo.com](mailto:dfabutuan@yahoo.com)

DFA CO Cagayan de Oro: 5/F BPO Tower, SM Downtown Premier, Claro M. Recto Ave., corner Osmeña Street Cagayan de Oro City ° Tel. (088) 327-4272 ° Email: [cdo.rco@dfa.gov.ph](mailto:cdo.rco@dfa.gov.ph)

DFA CO Calasiao: 2/F Robinsons Place-Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan 2418 ° Tel. (075) 632-7892, 632-7932 ° Email: [calasiao.rco@dfa.gov.ph](mailto:calasiao.rco@dfa.gov.ph)

DFA CO Candon: Level 1, Candon City Arena, Bagani Campo, Bypass Road, Candon City, Ilocos Sur. Email: [candon.co@dfa.gov.ph](mailto:candon.co@dfa.gov.ph)

DFA CO Cebu: 3rd Floor, Robinsons Galleria Gen. Maxilom Avenue Extension, Sergio Osmeña Jr Boulevard, Cebu City ° Tel. (032) 520-5898 ° Email: [cebu.rco@dfa.gov.ph](mailto:cebu.rco@dfa.gov.ph)

DFA CO Clarin: Clarin Town Center, Clarin Misamis Occidental ° Tel. (088) 530-5312 ° Email: [clarin.co@dfa.gov.ph](mailto:clarin.co@dfa.gov.ph)

DFA CO Dasmariñas: 2nd Floor, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite ° Tel. (046) 424-1066, 0917-806-0446 ° Email: [dasmariñas.co@dfa.gov.ph](mailto:dasmariñas.co@dfa.gov.ph)

DFA CO Davao: 3/F, SM City Davao, Ecoland, Quimpo Blvd., Ecoland, Brgy. Matina, Davao City ° Tel. (082) 285-4885 ° Email: [davao.rco@dfa.gov.ph](mailto:davao.rco@dfa.gov.ph)

DFA CO Dumaguete: 2/F Robinsons Place South Road, Calidangan, Dumaguete City 6200 ° Tel. (035) 532-0024; (035) 532-0019 ° Email: [dumaguete.rco@dfa.gov.ph](mailto:dumaguete.rco@dfa.gov.ph)



DFA CO General Santos: GF Robinsons Place GenSan, J. Catolico St., Ave., Lagao, General Santos City ° Tel. (083) 553-8380 ° Email: [gensan.rco@dfa.gov.ph](mailto:gensan.rco@dfa.gov.ph)

DFA CO Iloilo: 3/F Robinsons Place Iloilo Quezon Wing, Iloilo City ° Tel. (033) 336-1737 ° Email: [Iloilo.rco@dfa.gov.ph](mailto:Iloilo.rco@dfa.gov.ph)

DFA CO Kidapawan: Alim Street, Brgy. Poblacion, Kidapawan City ° Tel. 0920-924-7904 ° Email: [kidapawan.co@dfa.gov.ph](mailto:kidapawan.co@dfa.gov.ph)

DFA CO La Union: 2/F CSI Mall, Biday, City of San Fernando, La Union ° Tel (072) 889-6303 ° Email: [dfa\\_launion@yahoo.com](mailto:dfa_launion@yahoo.com); [launion.rco@dfa.gov.ph](mailto:launion.rco@dfa.gov.ph)

DFA CO Legazpi: 3/F Pacific Mall Building Landco Business Park F. Imperial St., cor. Circumferential Rd., Legazpi City ° Tel. (052) 820-2089 ° Email: [dfa.colegazpi@oca.dfa.gov.ph](mailto:dfa.colegazpi@oca.dfa.gov.ph)

DFA CO Lipa: 2/F Robinson Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City ° Tel. (043) 722-0578 ° Email : [lipa.rco@dfa.gov.ph](mailto:lipa.rco@dfa.gov.ph)

DFA CO Lucena: 3/F, Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City ° Tel. (042) 373-1119 ° Email [lucena.rco@dfa.gov.ph](mailto:lucena.rco@dfa.gov.ph)

DFA CO Malolos: 3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan Tels. (044) 816-7230, 0917-876-2847 ° Email: [malolos.co@dfa.gov.ph](mailto:malolos.co@dfa.gov.ph)

DFA CO Olongapo: 3rd Floor SM City Central Olongapo, Rizal Avenue, Brgy. East Tapinac, Olongapo City, Zambales 2200; Email: [olongapo.co@dfa.gov.ph](mailto:olongapo.co@dfa.gov.ph)

DFA CO Pagadian: 2F C3 Mall Rizal Avenue, Santiago District Pagadian City, Zamboanga del Sur; (062) 9476-205; Email: [pagadian.co@dfa.gov.ph](mailto:pagadian.co@dfa.gov.ph)

DFA CO Pampanga: 2/F, Robinsons StarMills, City of San Fernando, Pampanga ° Tels. (045) 636-0007 ° Email: [rco-pampanga@oca.dfa.gov.ph](mailto:rco-pampanga@oca.dfa.gov.ph); [pampanga.rco@dfa.gov.ph](mailto:pampanga.rco@dfa.gov.ph)

DFA CO Paniqui: Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac ° Tels. (045) 606-3581, 0917-816-8629 (Globe) ° Email: [rco-paniqui@oca.dfa.gov.ph](mailto:rco-paniqui@oca.dfa.gov.ph)

DFA CO Puerto Princesa: 2/F Robinsons Place Palawan, National Highway, Barangay San Manuel, Puerto Princesa City, Palawan ° Tel. (048) 434-1773 ° Email: [dfarcopprincesa@gmail.com](mailto:dfarcopprincesa@gmail.com); [puertoprincesa.rco@dfa.gov.ph](mailto:puertoprincesa.rco@dfa.gov.ph)

DFA CO Santiago: 3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela ° Tel. (078) 323-3704, 0917-802-2014 ° Email: [santiago.co@dfa.gov.ph](mailto:santiago.co@dfa.gov.ph)

DFA CO San Nicolas: 2nd Level Robinsons Place Ilocos, Valdez Center, Barangay 1 San Francisco, San Nicolas, 2901 Ilocos Norte ° Tel. (048) 434-1773 ° Email: [sannicolas.co@dfa.gov.ph](mailto:sannicolas.co@dfa.gov.ph)



DFA CO San Pablo: 2nd Floor SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna ° Tel. (049) 521-0246, (049) 300-9017, 0917-874-8260 ° Email: [sanpablo.co@dfa.gov.ph](mailto:sanpablo.co@dfa.gov.ph)

DFA CO Tacloban: 3rd Level, Robinsons North Tacloban, Abucay, Tacloban City ° Tel. (053) 832-0889, (+63) 917 845-7137 ° Email: [tacloban.rco@dfa.gov.ph](mailto:tacloban.rco@dfa.gov.ph)

DFA CO Tagbilaran: Unit 04, 5th Floor, B. Inting Street, Alturas Mall, Tagbilaran City, Bohol; (038) 500 1505; Email: [tagbilaran.co@dfa.gov.ph](mailto:tagbilaran.co@dfa.gov.ph)

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DFA CO Tuguegarao: GF, City Hall Bldg., Regional Government Center, Carig Sur, Tuguegarao City, Cagayan ° Tel (078) 377 0267, (+63) 917 896-1251 ° Email: [tuguegarao.rco@dfa.gov.ph](mailto:tuguegarao.rco@dfa.gov.ph)

DFA CO Zamboanga: 2/F & 3/F BG Bldg, Veterans Avenue, Zamboanga City ° Tel. (062) 991-4398 ° Email: [zamboanga.rco@dfa.gov.ph](mailto:zamboanga.rco@dfa.gov.ph)