

Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
BOARD OF FOREIGN SERVICE EXAMINATIONS

APPLICATION FOR THE FOREIGN SERVICE OFFICER EXAMINATIONS (FSOE)

INSTRUCTIONS:

1. All questions must be answered fully in the applicant's own handwriting in "**BLACK INK PEN**", with all blanks filled-in. A line or dash is not deemed an answer. If the entry is not relevant or there is no answer, please write N/A. **PLEASE WRITE LEGIBLY.**
2. The applicant must complete all the necessary requirements indicated in the examination announcement, and attach the said documents securely to this application.
3. If more space is needed for the answers to some questions, the applicant may use a clean sheet of **8 ½ in. x 13 in. (long bond) paper**. Follow the same format as in the application form and number the answers accordingly.
4. The completed and notarized application form should be submitted as follows:
  - For those submitting their documents to the BFSE Secretariat at the DFA Double Dragon Tower, DD Meridian Avenue, EDSA Extension, Pasay City: one (1) duly filled out **NOTARIZED FSOE APPLICATION FORM** with attachments;
  - For those submitting their documents to a DFA Consular Offices or to Philippine Embassies/Consulates:
    - a. one (1) duly accomplished **NOTARIZED FSOE APPLICATION FORM** with attachments
    - b. one (1) photocopy of the complete set of documents.
5. Application forms shall be filled out by the applicants and submitted in person or by his/her authorized representative at the BFSE Secretariat, any Consular Office, and Philippine Embassy or Consulate abroad. **Applications shall not be accepted beyond the set deadline.**
6. Soft copy of the application form 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).
7. Incomplete requirements shall not be accepted.
8. 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.
9. Applicants who do not follow the foregoing instructions shall not be allowed to take the Foreign Service Officer Examinations.

Colored with  
white background  
photograph  
(4.5 cm x 3.5 cm)

**NOTE:** The Career Service Examination for Foreign Service Officer (CSE-FSO) shall serve as the Foreign Service Officer Examination – Qualifying Test and shall be conducted in collaboration with the Civil Service Commission (CSC). Those who pass the CSE-FSO shall be conferred the Career Foreign Service Officer Eligibility by the CSC and shall qualify for the next phase of the FSO Examination.

1. Name: \_\_\_\_\_  

Surname First Name Middle Name Name Extension (Jr/Sr/II)
2. Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
Citizenship(s): \_\_\_\_\_ Religion: \_\_\_\_\_
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 a separate sheet, if necessary)
- In case of a foreigner spouse, the application will be brought to the attention of the Secretary of Foreign Affairs, for approval. Additional documentary requirements may be required from the applicant.

4. Home address: \_\_\_\_\_  
Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Office address: \_\_\_\_\_  
Office telephone number: \_\_\_\_\_

5. Educational attainment: *(Use a separate sheet if necessary)*

Degree/s Received	College/University	Inclusive Dates

6. Present Employment: *(Use a separate sheet if necessary)* • Government • Private • None

Agency/Office	Position/Job Title	Length of Experience in Present Employment	Status of Employment

7. Previous Employment: *(Use a 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 a 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/Telephone or Mobile No.	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.

\_\_\_\_\_

11. In case you pass the Foreign Service Officer Examinations, are you able to 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 shall result in the dropping of your name from the roster of eligible applicants? ☐ Yes ☐ No

12. In case you are appointed as a Foreign Service Officer, are you willing and able to accept assignment to any Post where your services may be required? ☐ Yes ☐ No

13. **For applicants with more than one citizenship.** In case you pass the Foreign Service Officer Examinations, shall 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

14. Have you taken the Foreign Service Officer Examinations before? ☐ Yes ☐ No

If yes, state how many times you have taken the following stages of the FSOE and the dates of those examinations. (Use a separate sheet if necessary)

1. Qualifying Test \_\_\_\_\_

2. Written Test \_\_\_\_\_

3. Psychological Test \_\_\_\_\_

4. Oral Test \_\_\_\_\_

15. **Foreign Language Test. Please check the foreign language which you wish to take the proficiency test.** NOTE: In case only few applicants choose the specific language, BFSE shall notify the applicant to choose another language among other offered languages.

- ( ) Arabic                      ( ) Bahasa Indonesia                      ( ) Chinese (Mandarin)                      ( ) French  
( ) German                      ( ) Japanese                      ( ) Spanish

16. **Please check the testing center where you intend to take the Qualifying Test.**

NOTE: If the intended testing area is outside Metro Manila, kindly indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice, in case only a few applicants choose that area. BFSE shall notify the applicant as soon as the testing areas are finalized.

- |                          |                         |                                    |
|--------------------------|-------------------------|------------------------------------|
| ( ) Bacolod City         | ( ) General Santos City | ( ) Palo, Leyte                    |
| ( ) Baguio City          | ( ) Iloilo City         | ( ) Puerto Princesa City           |
| ( ) Cagayan de Oro City  | ( ) Lipa City           | ( ) Tuguegarao City                |
| ( ) Calasiao, Pangasinan | ( ) Legazpi City        | ( ) San Fernando City, La Union    |
| ( ) Cebu City            | ( ) Lucena City         | ( ) City of San Fernando, Pampanga |
| ( ) Davao City           | ( ) Metro Manila        | ( ) Zamboanga City                 |

17. **From where/whom did you first learn about the Foreign Service Officer (FSO) Examinations? Please put a check mark on the space beside all applicable answer/s.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> DFA website                                  | <input type="checkbox"/> DFA employees                 | <input type="checkbox"/> Newspaper advertisement/s    |
| <input type="checkbox"/> CSC/PIA or other official Government website | <input type="checkbox"/> Friends/relatives             | <input type="checkbox"/> I have taken the exam before |
| <input type="checkbox"/> Blogs/unofficial websites                    | <input type="checkbox"/> Others (please specify) _____ |   |

18. **What is your main reason/motivation for taking the FSO Examination? Please put a check mark on the space beside your corresponding answer. If you have more than 1 answer, rank them from 1-5 with 1 as the main reason.**

- |  |  |
|--|--|
| <input type="checkbox"/> Pursue a career in the government | <input type="checkbox"/> Academic background/training                  |
| <input type="checkbox"/> Opportunity to work overseas      | <input type="checkbox"/> Explore opportunities for professional growth |
| <input type="checkbox"/> Others (please specify) : _____   |  |

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I understand that the BFSE reserves the right not to conduct the Qualifying Test in any of the above-mentioned testing centers, depending on the number of qualified examinees thereat.

I hereby agree to pay a non-refundable admission fee of ₱500.00 upon acceptance of my application.

**I hereby attach the following documents/requirements as integral parts of this application:**

- ☐ Duly accomplished 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.
- ☐ 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.

The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant;

- ☐ 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.

The photocopy of the transcript of records and diploma will be submitted to BFSE while the original/CTC will be returned to the applicant;

- ☐ 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>1</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.

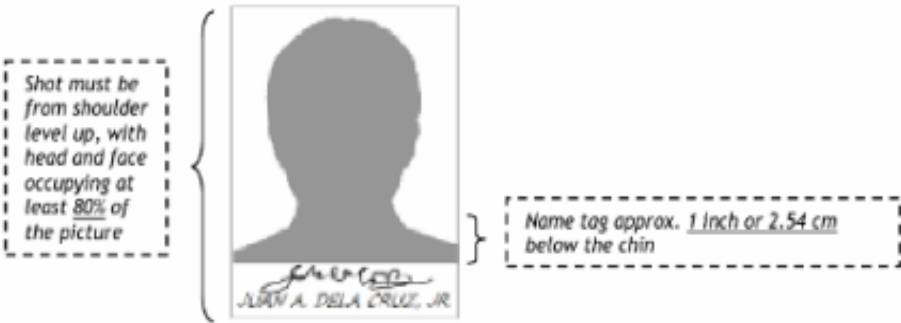
The photocopy of the diploma or certificate of graduation and transcript of records will be submitted to BFSE while the original will be returned to the applicant.

- ☐ Original and photocopy of the Certificate of Employment (COE) issued by the employer, indicating at least two (2) years of work experience. IF 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.

The photocopy of the COE will be submitted to BFSE while the original will be returned to the applicant.

- ☐ Photocopy of birth certificate issued by the Philippine Statistics Authority;
- ☐ For Filipinos born abroad: 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.
- ☐ For a Filipino citizen with dual or multiple citizenships: a notarized affidavit stating that, upon passing the examination, the applicant 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 of the Philippines.
- ☐ For married applicants: a photocopy of marriage contract issued by the PSA. [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.]
- ☐ 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. **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.**

Photograph format:



- ☐ Two (2) valid government-issued identification cards (IDs). The originals must be presented upon the submission of documents.

Two (2) photocopies of each of the IDs will be submitted to BFSE while the original IDs will be returned to the applicant.

<sup>1</sup> <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

OATH OF APPLICANT

I, \_\_\_\_\_, after having been duly sworn in accordance with the 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. I hereby accept as final all decisions made by the Board of Foreign Service Examinations pertinent to my application.

\_\_\_\_\_  
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

APPLICATION FOR CIVIL SERVICE EXAMINATION

(Pen and Paper Test)



To be filled out by Applicant

Examination Applied for:

Career Service Examination for Foreign Service Officer (CSE-FSO)

To be filled out by Applicant

CSC Regional Office

Date of Examination (mm/dd/yyyy)

Place of Examination

Verified against: (For CSC Processor ONLY)

☐ DIBAR ☐ E-Retakers ☐ EDQIS

ID PHOTO

- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag showing signature over printed full name
- (see illustration & more specifications at the back)

Instructions : READ ADMISSION AND APPLICATION REQUIREMENTS AT THE BACK PAGE. DO NOT APPLY IF NOT QUALIFIED. Fill in all the required information. DO NOT leave an item blank. If item is not applicable, indicate "N/A".

A. PERSONAL INFORMATION

NAME (Last Name) (Given Name) (Ext. Name, e.g. Jr./Sr., if any) (Middle Name) (M.I.)

(e.g. De La Paz = D, P, or DLP; Dela Paz = D, P, or DP)

AGE

DATE OF BIRTH (mm/dd/yyyy)

SEX ☐ Male ☐ Female

PLACE OF BIRTH: City (write province only if city name has namesake e.g. San Fernando City, La Union/City of San Fernando, Pampanga; OR Municipality & Province

CITIZENSHIP

MOTHER'S MAIDEN FULL NAME (the full name of your mother by birth or before she was married) (Last Name) (Given Name) (Middle Name)

COMPLETE PERMANENT MAILING ADDRESS

ZIP CODE

CIVIL STATUS ☐ Single ☐ Married ☐ Others

OTHER DATA: ☐ Pregnant ☐ Senior Citizen

If PWD, please specify: ☐ Orthopedic ☐ Deaf/hard of hearing ☐ Visually impaired ☐ Others

MOBILE NUMBER (Required)

TELEPHONE NUMBER (include Area Code)

E-MAIL ADDRESS (Required)

HIGHEST EDUCATIONAL ATTAINMENT

Level of Education: ☐ College ☐ Postgraduate (Master/Doctor) ☐ Other/s:

Date/Year of Graduation/Completion: Honors received:

Complete Title of Course/Degree: Major:

Name of School Attended:

Address of School Attended: Inclusive years: (from-to)

B. INFORMATION ON GOVERNMENT EXAMINATIONS PASSED / CIVIL SERVICE ELIGIBILITY

Title of Examination Passed / Title of Eligibility Granted

Rating Obtained

Date of Examination / Date Eligibility was Granted

Place of Examination

C. PRESENT EMPLOYMENT

☐ Government ☐ Private ☐ Non-government Organization ☐ Self-Employed ☐ Unemployed

Agency/Office

Address

Position/Job Title

No. of Years in Present Position/Job

Status of Appointment/ Employment

D. ADDITIONAL INFORMATION

Have you ever been dismissed from the military/civil service for cause, or convicted by final judgment of a crime involving moral turpitude, or disgraceful or immoral conduct, dishonesty, drunkenness or addiction to drugs, or of an offense relative to, or in connection with, the conduct of a civil service examination?

☐ YES ☐ NO IF YES, attach copy/ies of decision/s.

DO NOT FILL-OUT THE SHADED PORTION. (FOR CSC PROCESSOR ONLY).

Date: O.R. No. Amount: Name of Collecting Officer

Identification/Other Documents Presented: Details: ACTION TAKEN: ☐ APPROVED ☐ DISAPPROVED Reason for disapproval: Signature over Printed Name of Processor Position/Designation Date & Time

Date: O.R. No. Amount: Name of Collecting Officer

CSC CIVIL SERVICE COMMISSION Republic of the Philippines

APPLICATION RECEIPT

APPLICATION NO. \_\_\_\_\_

Examination Applied For: Career Service Examination for Foreign Service Officer (CSE-FSO)

DATE: TIME: PLACE: Signature over Printed Name of Processor Position/Designation Date & Time

ID PHOTO

- Philippine passport size
- showing 80% face capture
- in bare face & showing left and right ears
- with handwritten (not computer generated) name tag showing signature over printed full name
- (see illustration & more specifications at the back)

To be filled out by Applicant

Applicant's Name: Given Name MI Last Name Ext. Name (i.e. Jr./Sr., if any)

Sex: ☐ Male ☐ Female Date of Birth (mm/dd/yyyy): Signature:

WARNING: NO I.D., NO EXAM. | Gates of testing venues shall be CLOSED to examinees at 7:45 a.m. on examination day.

Visit CSC website www.csc.gov.ph ~ Please continue at the Back Page ~



E. DECLARATION

I declare that I personally accomplished this application form, and I certify that the information given are true, correct, and complete statements pursuant to the provisions of pertinent laws, rules, and regulations of the Republic of the Philippines. Further, I declare that I meet and am compliant with ALL the admission requirements for the examination herein applied for, as enumerated below.

I understand that the acceptance and approval of my application for the examination is based on the information I provided. Further, I understand that: 1) as a result of randomization procedure, I may and am willing to be assigned at any testing venue within the testing center; and 2) the information I provided herein shall be handled and used, particularly for policy development/review/research/study purposes, according to appropriate provisions of RA No. 10173 or the Data Privacy Act of 2012. Finally, I understand that the CSC determines high answer similarities in the processing of test results, and conducts necessary investigation.


I therefore agree that: 1) in case a post-verification yields information contrary to what is declared, my application shall be disapproved, and my payment forfeited; 2) any misrepresentation made in this document shall cause the invalidation of the result of this examination and/or the filing of administrative/criminal case/s against me; and 3) in case my test results be found to have high answer similarities with other examinee/s, the same shall be withheld pending the outcome of the investigation to be conducted by the CSC. Finally, I agree that my examination shall not be processed and be considered null and void, or my test results shall be cancelled, in case a post-examination verification shows that I violated Republic Act No. 9416 (Anti-Cheating Law), specifically the unauthorized possession of the test booklet, or any examination related forms/materials, including bringing of the same outside of the testing room/venue.

Signature over Printed Name of Applicant

Date

Note: (For personal/in-person filing only)  
Spaces for Signature/Printed Name and Right Thumbmark of applicant should be left blank. These shall only be accomplished in the presence of the CSC Processor.

Right Thumbmark

ADMISSION REQUIREMENTS	Application Requirements (Continued)
<div>1. Citizenship - Applicants should be Filipino citizens and concurrently permanent residents of the Philippines. (Note: Pursuant to RA 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.)</div> <div>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 of recognized standing.</div> <div>3. Work Experience, or Further Studies - Applicants must possess at least two (2) years employment, or further studies, or a combination of both, after graduating from college or university.</div> <div>NOTE: Please check related Examination Announcement issued by the Department of Foreign Affairs (DFA)-Board of Foreign Service Examinations (BFSE) for additional and/or updates on admission requirements.</div> <div>APPLICATION REQUIREMENTS</div> <div>1. Fully accomplished FSO Examination Application Form (available at the DFA website <a href="#">www.dfa.gov.ph</a>; DFA main Office; DFA Consular Offices; or Philippine Embassies, Consulates and Missions abroad)</div> <div>2. Fully accomplished Civil Service Form No. 100 (CSE-FSO) available at CSC website <a href="#">www.csc.gov.ph</a>, and CSC Regional/Field Offices. This form shall serve as your admission to take the FSOE Qualifying Test.</div> <div>3. Ten (10) pieces of identical I.D. pictures with specifications, as follows:<ul style="list-style-type: none"><li>Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")</li><li>taken within the last three (3) months prior to filing of application</li><li>colored, with white background and printed on good quality photo paper (no peeling off)</li><li>in standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1 inch or 2.54 cm. below the chin)</li><li>in bare face (no eyeglasses; no colored contact lens; no headdress, no <i>bandana</i>, or any accessories that may cover the facial features; facial features not computer enhanced)</li><li>showing left and right ears</li><li>taken in full-face view directly facing the camera, with neutral facial expression and both eyes open</li><li>with handwritten (not computer-generated) name tag legibly showing signature over printed full name which includes: Given Name, Middle Initial (if any), Last Name, and Extension Name (if any)</li></ul></div> <div>NOTE: Please check related Examination Announcement issued by the DFA-BFSE for additional and/or updates on application requirements.</div>	<div><div>Shot must be from shoulder level up, with head and face occupying at least 80% of the picture</div><div></div><div>Name tag approx. 1 inch or 2.54 cm below the chin</div></div> <div>4. Copies of two (2) valid I. D. cards (the originals must be presented upon submission of application).</div> <div>5. Photocopy of transcript of records, bearing the seal of the college or university from which the degree was obtained. In addition to the college transcript of records, those who have attended graduate school should submit a copy of transcript of records certified as true copy by the school. Transcript of records obtained from a foreign school should be certified as true copy by the foreign school, with the English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located.</div> <div>6. Photocopy of diploma (or certificate of graduation), bearing the seal of the college or university from which the degree was obtained. In addition to the college diploma, those who have attended graduate school should submit a copy of the diploma or certificate of graduation certified as true copy by the school. Any diploma or certificate of graduation obtained from a foreign school should be certified as true copy by the foreign school, with the English translation, and duly authenticated by a Philippine Foreign Service Post exercising jurisdiction over the country where the foreign school is located.</div> <div>7. Proof of past and present employment and further studies, if any</div> <div>8. Photocopy of birth certificate issued by the Philippine Statistics Authority (PSA)<ul style="list-style-type: none"><li>For Filipinos born abroad: Report of Birth at Post may be submitted in case no birth record is available at the PSA. The Report of Birth should be duly authenticated by the issuing Post. A certification of non-availability of birth certificate from the PSA should be submitted along with the Report of Birth.</li><li>For a Filipino citizen with dual or multiple citizenships: a notarized affidavit stating that, upon passing the examination, the applicant 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 of the Philippines.</li></ul></div> <div>9. For married applicants: a photocopy of marriage contract issued by the PSA. If married to a non-Filipino, the applicant must secure from the Secretary of Foreign Affairs, through the Board of Foreign Service Examinations, authority to take the FSO Examinations.</div> <div>10. Applicable examination fee which is non-refundable</div> <div>Applications must be submitted within the prescribed period to any of the following offices:<ul style="list-style-type: none"><li>Board of Foreign Service Examinations Secretariat 2nd floor, DFA main Building 2330 Roxas Blvd., Pasay City</li><li>Consular Offices within and outside Metro Manila (see related Examination Announcement issued by the DFA-BFSE for the complete List of DFA Offices)</li><li>Philippine Embassies and Consulates or Missions abroad</li></ul></div>

REMINDERS

- A. **Place of Examination (School/Testing Venue Assignment)** - shall be announced through the **Online Notice of School Assignment (ONSA)**, available via the CSC website [www.csc.gov.ph](#) approximately 2 weeks before examination day. If ONSA cannot be accessed, visit or call and inquire directly with the CSC Regional/Field Office where the examinees filed their application. A complete directory of CSC Regional/Field Offices nationwide is available at the CSC website.
- B. **Ocular Inspection** - visit and conduct an ocular inspection of the assigned school/testing venue at least 1 day before the exam day to be familiar with the school location
- C. Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed.**
- D. **THINGS TO BRING ON EXAMINATION DAY** [Note: Examinees are (i) advised to bring ONLY the items listed below, (ii) encouraged to use transparent bag, and (iii) to check related Exam Advisory for additional and/or updates on Things to Bring on Exam Day.]

1. I.D. card, preferably the same I.D. card presented during filing of application (**NO I.D., NO EXAM**)

2. BLACK BALLPEN/S (note: Pencils and any other kinds of pen such as gel pen, sign pen, fountain pen, friction pen, etc. including other colors of ball pen are not allowed)

3. Original of PSA/LCR issued Birth Certificate (only if I.D. card has no date of birth)

Note: Examinees may opt to bring water, or preferred beverage (except alcoholic beverage) placed in clear/transparent container, and/or candies/biscuits (subject to inspection by the Room Examiner/Proctor)
- E. **Wear proper attire** on exam day, preferably plain white shirt/tops. SLEEVELESS SHIRT/BLOUSE, SHORTS/SHORT PANTS, TOKONG PANTS, RIPPED JEANS, and SLIPPERS ARE NOT ALLOWED. Long hair (for both male and female) must be tied in "ponytail."
- F. **Cellular phones and calculators** are NOT ALLOWED in EXAMINEE'S SEAT, and any other gadgets including smart phones/watches and pens/eyeglasses with built-in camera, wristwatches with calculator, books and other forms of printed materials, and any other items/tools/aids that would facilitate answering the test questions. In this regard, before occupying the assigned seat, examinees shall deposit said items and their bags and all other personal belongings in front of the room or in the designated area. NO BELONGINGS SHOULD BE PLACED UNDER THE EXAMINEE'S SEAT.

**IMPORTANT:** Access, read thoroughly, and understand fully the **EXAMINEE'S GUIDE** on the conduct of the exam.