



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)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|

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 <input type="checkbox"/> Male <input type="checkbox"/> Female | PLACE OF BIRTH: <small>City (write province only if city name has namesake e.g. San Fernando City, La Union/City of San Fernando, Pampanga; OR Municipality & Province)</small> | |
| 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: _____ | Identification/Other Documents Presented: _____ Details: _____ |
| O.R. No. _____ | ACTION TAKEN: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED Reason for disapproval: _____ |
| Amount: _____ | _____ Signature over Printed Name of Processor _____ Position/Designation _____ Date & Time |

APPLICATION RECEIPT

| | |
|----------------------------------|---|
| Date: _____ | APPLICATION NO. _____ |
| O.R. No. _____ | APPLICATION RECEIPT |
| Amount: _____ | Examination Applied For: Career Service Examination for Foreign Service Officer (CSE-FSO) |
| Name of Collecting Officer _____ | 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.

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

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.)
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.
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.

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.

APPLICATION REQUIREMENTS

1. Fully accomplished FSO Examination Application Form (available at the DFA website www.dfa.gov.ph; DFA main Office; DFA Consular Offices; or Philippine Embassies, Consulates and Missions abroad)
2. Fully accomplished Civil Service Form No. 100 (CSE-FSO) available at CSC website www.csc.gov.ph, and CSC Regional/Field Offices. This form shall serve as your admission to take the FSOE Qualifying Test.
3. Ten (10) pieces of identical I.D. pictures with specifications, as follows:
 - Philippine passport picture size (4.5 cm x 3.5 cm or 1.78" x 1.38")
 - taken within the last three (3) months prior to filing of application
 - colored, with white background and printed on good quality photo paper (no peeling off)
 - 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)
 - in bare face (no eyeglasses; no colored contact lens; no headdress, no *bandana*, or any accessories that may cover the facial features; facial features not computer enhanced)
 - showing left and right ears
 - taken in full-face view directly facing the camera, with neutral facial expression and both eyes open
 - 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)

NOTE: Please check related Examination Announcement issued by the DFA-BFSE for additional and/or updates on application requirements.

Application Requirements (Continued)

- Shot must be from shoulder level up, with head and face occupying at least 80% of the picture

Name tag approx. 1 inch or 2.54 cm below the chin
4. Copies of two (2) valid I. D. cards (the originals must be presented upon submission of application).
 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.
 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.
 7. Proof of past and present employment and further studies, if any
 8. Photocopy of birth certificate issued by the Philippine Statistics Authority (PSA)
 - 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.
 - 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.
 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.
 10. Applicable examination fee which is non-refundable

Applications must be submitted within the prescribed period to any of the following offices:

- Board of Foreign Service Examinations Secretariat
2nd floor, DFA main Building
2330 Roxas Blvd., Pasay City
- Consular Offices within and outside Metro Manila (see related Examination Announcement issued by the DFA-BFSE for the complete List of DFA Offices)
- Philippine Embassies and Consulates or Missions abroad

REMINDERS

- 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.
- 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
- Failure to come on scheduled examination will mean forfeiture of examination fee and slot. **Rescheduling of examination date is NOT allowed.**
- 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)
- 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."
- 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.