



PRESS RELEASE
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2012 FOREIGN SERVICE EXAMINATIONS

Los Angeles, 1 December 2011 – The Board of Foreign Service Examinations (BFSE), 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 2012 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 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.

Announcement of the FSO Examinations and Application Form to be accomplished by prospective examinees may be downloaded from the DFA website (www.dfa.gov.ph).

All Application forms shall be duly accomplished by the applicants and submitted in person, not later than **5 January 2012** to the nearest Philippine Embassy or Consulate. All completed application forms must be received by the Board Secretariat not later than **12 January 2012**.

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.

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