

Republic of the Philippines
Department of Foreign Affairs
Foreign Service Institute
Carlos P. Romulo School of Diplomacy

CITIZEN'S CHARTER TRAINING SERVICES

Mandate: The Carlos P. Romulo School of Diplomacy (CPRSD) serves as the training arm of the Department of Foreign Affairs (DFA). It is mandated to continuously develop and implement training and continuing education programs as stipulated in PD 1060 and Republic Act 7157.

SERVICE: TRAINING AND CAPACITY BUILDING ON FOREIGN SERVICE, INTERNATIONAL RELATIONS, FOREIGN LANGUAGES AND AREA STUDIES

Who may avail of the service: Members of the Philippine Foreign Service Corps

RANK-BASED TRAINING PROGRAMS

Rank-based training programs are designed to develop skills needed at each level of the career of Foreign Service Officers and Staff Officers and to provide the necessary foundation for them to progressively move into positions of increased responsibility.

Foreign Service Officers' Cadetship Course

A six-month intensive training program for newly appointed FSOs Class IV. It helps develop their capabilities in promoting the Philippines' foreign policy pillars, in advancing economic security, assistance to nationals, cultural diplomacy and national security interests. It will likewise orient them on basic consular and diplomatic duties and responsibilities.

Basic Foreign Service Staff Officers' Course

The course aims to train the participants who hold one of the positions in the workforce that plays a significant role to help propel the Department in achieving its goals. It intends to provide them with knowledge and technical skills required at their level within the organization of the Foreign Service. This course will encompass the theoretical and practical aspects of their jobs, in the Home Office (HO) and at Posts. Participants must attend and pass this course to make them eligible to undergo the Administrative Officers' Course.

Basic Foreign Service Staff Employees' Course

The BFSSEC aims to re-acquaint the participants with the Department's organizational structure, organizational procedures and policies, communication system and security management. It also intends to enhance the participants' practical skills in creating an organized working environment, skills in written and oral communication, telephone etiquette and basic protocol and social graces.

PROFESSIONAL AND TECHNICAL PROGRAMS

Various training programs focused on professional and technical fields such as the administrative services, archipelagic and maritime issues, cultural diplomacy, economic diplomacy, fiscal management, foreign policy analysis, leadership and management, property, security, and negotiations.

THEMATIC PROGRAMS

Include special programs on environmental diplomacy, export-trade promotion, investment promotion, oceans law and policy, international law, negotiations and conflict resolution, archipelagic consciousness, and science diplomacy which are short-term and nonregular in nature.

LANGUAGE PROGRAMS

The program provides capacity building programs in a number of major languages to personnel of the Department and other government agencies whose work requires foreign language proficiency, especially those personnel who are assigned to Foreign Service Posts or Home Office area/country desks or in constant contact with foreign nationals.

CONTINUING EDUCATION

The Continuing Education under the Scholarship Program Section (ScPS) consists of short (non-degree) and long-term (degree) foreign scholarships and training programs offered directly to the DFA officers and personnel sourced through the Official Development Assistance (ODA). The programs aim to develop the personal and professional growth of DFA personnel in order to strengthen and professionalize the foreign service.

ONLINE / BLENDED COURSES

Training programs that utilize electronic and digital platform of delivery.

TRANSITIONAL PROGRAM

The program orients the Philippine Foreign Service Corps to the functions and operations of Foreign Service establishments, prepares them for relocation to a foreign environment, draws their attention to the need for cross-cultural adaptation and awareness, and provides them with basic information to prepare them for work in a diplomatic or consular post.

CONTACT US
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