

Direction: A set of names of persons, objects, businesses, or organizations are given in each question. Arrange the given set of names based on alphabetizing rules. Select the letter of the correct answer that corresponds to the proper arrangement of the names.

1. 1) Juan Ramon S. Cruz
2) Sharon Anne Esguerra
3) Patenia, Marco Lito M.
4) Christopher Alex Q. Angelo
5) Raymond DL. Delos Santos

- a) 4 - 2 - 3 - 5 - 1
b) 4 - 1 - 5 - 2 - 3
c) 1 - 4 - 2 - 3 - 5
d) 1 - 2 - 3 - 4 - 5

2. 1) Dr. Harold Q. Salazar
2) Dr. Mariano A. Tibay
3) Atty. Silvano G. Mariano
4) Mr. Mateo S. Ang
5) Engr. Cruz

- a) 4 - 5 - 3 - 2 - 1
b) 4 - 3 - 2 - 1 - 5
c) 4 - 5 - 1 - 2 - 3
d) 1 - 2 - 3 - 4 - 5

3. 1) Lucas Q. Smith
2) Lucas Q. Smith-Johnson
3) Lucas Quezon Smith
4) Dr. Lucas Q. Smith-Johnson
5) Lucas Smith-Johnson

- a) 1 - 4 - 3 - 2 - 5

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**United States. Department of
Agriculture, United States Civil Service
Commission**

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The Book of U.S. Government Jobs Dennis V. Damp, 2008 Discusses the nature of government jobs civil service hiring procedures types of jobs available examinations the application form working abroad and provisions for people with disabilities *Clerical Test (short Form)* United States. Department of Agriculture, United States Civil Service Commission, 1946* **Guide to the Use of the General Aptitude Test Battery, B-1002** United States. Bureau of Employment Security, 1962 **Master the Clerical Exams** Peterson's, 2010-06 Peterson's Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson's Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score Review answer keys and detailed explanations for each practice test's correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Ten Strategies to Raise Your Score General Clerical Exam & Typing Careers Test Sample Questions Louisiana. Department of Civil Service, 1992 **Clerical Exam Basics** Peterson's, 2010-07-01 Peterson's Master the Clerical Exams Clerical Exam Basics provides test preparation and career advice for those seeking public and private sector clerical positions Learn all about clerical careers and explore options for federal state and local clerical jobs Information is here about civil service test requirements and how to prepare for these tests with exercises offering sample questions and answer explanations for many of the most common clerical exams In addition learn top test taking techniques to make the most of test preparation and then score high on their clerical exam *Journal of Personnel Research*, 1923 Includes section Book reviews *Research in Education*, 1973 **Resources in Education**, 1973 **Instructions to Applicants...**, 1895 *Standards for Maryland County High Schools* Maryland. State Department of Education, 1927 **Personnel**, 1928 *Maryland School Bulletin* Maryland. State Department of Education, 1927 **Manual of Information Relative to the Philippine Civil Service Showing the Positions, Classified and Unclassified, the Methods Governing Examinations and Certifications for Appointment, the Regulations for Rating Examination Papers, Specimen Examination Questions, and Conditions of Appointment and Service** Philippines. Bureau of Civil Service, 1923 Tests and Examinations Lewis R. Aiken, 1998-04-17 This book is a relatively brief but fairly comprehensive treatment of psychological and educational assessment in the cognitive domain It is designed primarily for researchers and practitioners in the behavioral sciences who use objective tests essay tests and performance

tests in applied and theory based research on employee and student selection placement promotion certification or licensing and or for evaluating the effects of instruction training and intervention programs on behavior and cognition **The Psychology of Selecting Men** Donald Anderson Laird,1927 Bulletin of the Bureau of Tests and Measurements University of Michigan. Bureau of Educational Reference and Research,1945 Personnel Journal ,1929 **Methods of Selecting Employees with Department Store Tests** Lucile Harriet Sattler,1927 The Iron Age ,1919

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