

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

Sample Clerical Skills Test

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Manual for USES Clerical Skills Tests United States Employment Service,1968 **Manual for USES clerical skills tests** United States. Employment and Training Administration,1976 **Administration, scoring, and interpretation** United States. Employment and Training Administration,1976 **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

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examine how HR activities when backed by financial data and performance metrics contribute to achieving business objectives Readers will discover essential tools to measure HR effectiveness such as cost benefit analysis employee productivity metrics and new hire success rates By providing practical insights this guide empowers HR professionals and business leaders to make data driven decisions that enhance workforce planning and boost overall performance Whether you re an HR practitioner or a business leader this book equips you with the knowledge to leverage HRM for strategic growth

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