

Clerical Ability Practice Test

Set 1: Alphabetical Filing

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



Sample Test For Clerical Position

Raffaela Di Napoli

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web the practice of occupational hygiene the classical steps in occupational hygiene practice are the recognition of the possible health hazards in the work environment the evaluation of hazards which is the process of assessing exposure and reaching conclusions as to the level of risk to human health

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web to measure worker exposures assess worker risks and develop controls to improve the workplace environment occupational hygienists can provide advice on control strategies including hazard elimination engineering modifications administrative controls and finally personal protective equipment

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web occupational hygiene is a set of systems used to determine the acceptable hazard limit in the working environment and to maintain a healthy life in the worker acceptable level is expressed as the amount that is believed to be safe in the defined time envelope swaminathan 2011

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web the international occupational hygiene association ioha refers to occupational hygiene as the discipline of anticipating recognizing evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well being and safeguarding the community at large 4

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web occupational hygienists are committed to protecting the health and safety of people in the workplace and the community some occupational hygienists work in manufacturing petrochemical pharmaceutical steel mining and other industries others work in national governments hospitals and public utilities

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web what is occupational hygiene occupational hygiene is the discipline of protecting worker health by controlling workplace hazards that can cause harm it also helps in maintaining worker well being and safeguarding the community at large <a href="https://doi.org/10.2023/journal-near-10.2023/journal-n

web occupational hygiene is the science of preventing ill health from work activities it s practitioners come from varied backgrounds they can be chemists engineers biologists physicists doctors nurses and other professionals all of whom have chosen to apply their skills to protecting the health of workers