

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 Supervisor Clerk Test

K Morrison



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Dictionary of Occupational Titles: Occupational classification and industry index United States Employment Service,1965 **Dictionary of Occupational Titles** ,1991 **Dictionary of Occupational Titles** United States Employment Service,1965 *Tests of Use of Post Office Resources to Improve Coverage of Censuses* United States. Bureau of the Census,1965 Federal Office Assistant Examination United States Civil Service Commission,1973 **A Diagnostic Test of Aptitude for Clerical Office Work** Allen Mead Ruggles,1924 *Conversion Table of Code and Title Changes, Third to Fourth Edition, Dictionary of Occupational Titles* United States Employment Service,1979 **Federal Office Assistant Examination** Elizabeth D. Johnson,1976 **Dictionary of Occupational Titles. Supplement. Edition III.** United States Employment Service,1945 **Annual Report of the United States Civil Service Commission** United States Civil Service Commission,1922 **Definitions of titles** United States Employment Service,1965 **Dictionary of Occupational Titles: Definitions of titles** United States Employment Service,1965 **Specific Vocational Preparation (SVP) Estimates for Occupations in the U.S. Department of Labor Dictionary of Occupational Titles (DOT) Fourth Edition** United States. Employment and Training Administration,1978 *The Publishers' Trade List Annual* ,1977

Occupational Outlook Handbook ,1992 Describes 250 occupations which cover approximately 107 million jobs

Bulletin of the United States Bureau of Labor Statistics ,1913 *Selected Characteristics of Occupations Defined in the Revised Dictionary of Occupational Titles* ,1993 Find wide range of occupational information within a variety of applications ranging from job placement to occupational research career guidance labor market information curricula development and long range job planning Selected Characteristics of Occupations by Worker Traits and Physical Strength United States. Bureau of Employment Security,1968 Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles ,1981 *SPAN Implementation Report by County* ,1982

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