

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

Alphabetize Names In Filing Clerical Test

SJ Ball

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Personnel Management Walter Dill Scott,Robert Clarkson Clothier,William Robert Spiegel,1961

The Southeastern Reporter ,1890

Institute in Personnel Administration ,1948

Filing and Records Management Irene Place,Estelle L. Popham,1966 Textbook on documentation techniques and records maintenance methodology covers equipment and supplies ergonomics employee recruitment supervisory activities efficiency assessment flow charting etc in respect of EDP and non automated business filing systems and archives

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