

**Directions:** Arrange the following set of names of persons, business, or organizations based on the rules of alphabetical filing. Select the letter that corresponds to the correct answer.

1. 1) Juan Carlo DL. Asuncion  
2) Clara Abued  
3) Clara Jole G. Abrenica  
4) Ma. Berna Q. Alejo  
5) Juan Carlo D. Atison  
  
a) 2 - 3 - 1 - 5 - 4  
b) 1 - 2 - 4 - 3 - 5  
c) 2 - 3 - 4 - 1 - 5  
d) 1 - 2 - 5 - 4 - 3
  
2. 1) Albert Benedict Q. De Guzman  
2) Anastacia Casas De Leon-Ramos  
3) Claudia Hera De Ramos-Bautista  
4) Frederic Abad De Leon  
5) Carlene Hannah U. Dela Vega  
  
a) 1 - 3 - 5 - 4 - 2  
b) 3 - 2 - 1 - 5 - 4  
c) 1 - 4 - 2 - 3 - 5  
d) 4 - 2 - 3 - 1 - 5
  
3. 1) Ma. Juana G. Valdez  
2) Mrs. Crissandra Patenia Martinez  
3) Engr. Roland Jan P. Bautista, Jr.  
4) Sylvia M. Guzman, PhD  
5) Atty. Bianca De Vera Bautista

# Alphabetical Filing Practice Test

**Emma K. Felter, Marie Reynolds**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the author names.

## **Alphabetical Filing Practice Test:**

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