

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

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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

Bibliography pp 278 to 280 **The ETS Test Collection Catalog** Educational Testing Service,1987-12 **Filing & Office Management** ,1922 **Investigation of the Assassination of President John F. Kennedy** United States. Warren Commission,1964 Warren Commission hearings **Recruiting and Selecting Office Employees** Milton M. Mandell,1956
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