

1. Answer: C**Explanation:**

Start by writing the given names in the appropriate format such that the surnames are written first, followed by the first name and the middle name (or middle initial).

- 1) Asuncion, Juan Carlo DL.
- 2) Abued, Clara
- 3) Abrenica, Clara Joie G.
- 4) Alejo, Ma. Berna Q.
- 5) Atison, Juan Carlo D.

Alphabetizing the given names:

- 2) Abued, Clara
- 3) Abrenica, Clara Joie G.
- 4) Alejo, Ma. Berna Q.
- 1) Asuncion, Juan Carlo DL.
- 5) Atison, Juan Carlo D.

2. Answer: C**Explanation:**

Write the given names in the appropriate format. Note that compound surnames and surnames joined by a hyphen are considered as a single unit.

- 1) De Guzman, Albert Benedict Q.
- 2) De Leon - Ramos, Anastacia Casas
- 3) De Ramos - Bautista, Claudia Hera
- 4) De Leon, Frederic Abad
- 5) Dela Vega, Carlene Hannah U.

Alphabetizing the set of names:

- 1) De Guzman, Albert Benedict Q.
- 4) De Leon, Frederic Abad
- 2) De Leon - Ramos, Anastacia Casas

- 3) De Ramos - Bautista, Claudia Hera
- 5) Dela Vega, Carlene Hannah U.

3. Answer: A**Explanation:**

Write the given names in the appropriate format:

- 1) Valdez, Ma. Juana G.
- 2) Martinez, Crissandra Patenia Mrs.
- 3) Bautista, Roland Jan P. Jr. Engr.
- 4) Guzman, Sylvia M. PhD.
- 5) Bautista, Bianca De Vera Atty.

Note that name titles or suffixes are written at the end of the names when written in the appropriate format for alphabetizing.

Now, we can alphabetize the given names:

- 3) Bautista, Roland Jan P. Jr. Engr.
- 4) Guzman, Sylvia M. PhD
- 5) Bautista, Bianca De Vera Atty.
- 2) Martinez, Crissandra Patenia Mrs.
- 1) Valdez, Ma. Juana G.

4. Answer: D**Explanation:**

Start by writing the given business or street names in the appropriate format for alphabetizing.

Note that if a business name contains a person's name, write the person's surname first followed by first name. Moreover, drop symbols such as & and spell-out numbers.

- 1) Soliman, Helena Grocery Store
- 2) Second Avenue

- 3) Southern Tagalog Cuisine and Flavors
- 4) S T Consulting Firm
- 5) Salvacion, Graciella Betina Law Office

We can now alphabetize the given names:

- 5) Salvacion, Graciella Betina Law Office
- 2) Second Avenue
- 1) Soliman, Helena Grocery Store
- 3) Southern Tagalog Cuisine and Flavors
- 4) S T Consulting Firm

5. Answer: A

Explanation:

Write the given business or organization names in the appropriate format for alphabetizing:

- 1) Powerhouse Gym, The
- 2) Pinoy Pizza Corner, The
- 3) Pineda Ang Construction Firm
- 4) Magbanua Sports and Music Shop
- 5) Mallari Peralta Accounting Firm

Alphabetizing the set of names:

- 4) Magbanua Sports and Music Shop
- 5) Mallari Peralta Accounting Firm
- 3) Pineda Ang Construction Firm
- 2) Pinoy Pizza Corner, The
- 1) Powerhouse Gym, The

6. Answer: D

Explanation:

Start by writing the given names in the appropriate format for alphabetizing:



Alphabetical Filing

Answer Key

- 1) Mendez, Camille U.
- 2) Avila-Suarez, Ellen D.
- 3) Galvez, Timothy Bart P.
- 4) Dela Torre, Ma. Alicia S.
- 5) De Luna, Jessielyn Abella

We can now alphabetize the given names:

- 2) Avila-Suarez, Ellen D.
- 4) Dela Torre, Ma. Alicia S.
- 5) De Luna, Jessielyn Abella
- 3) Galvez, Timothy Bart P.
- 1) Mendez, Camille U.



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To God be the glory!