



Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

1. Answer: B

Explanation:

- 1) Juan Ramon S. Cruz
- 2) Sharon Anne Esguerra
- 3) Patenia, Marco Lito M.
- 4) Christopher Alex Q. Angelo
- 5) Raymond DL. Delos Santos

Start by writing the given names such that the surname is written first followed by the first name and middle name (or middle initials):

- 1) Cruz, Juan Ramon S.
- 2) Esguerra, Sharon Anne
- 3) Patenia, Marco Lito M. (There's no need to rewrite this name since it is already in the format we desire it to be).
- 4) Angelo, Christopher Alex Q.
- 5) Delos Santos, Raymond DL.

We can now arrange the the given names alphabetically:

- 4) Angelo, Christopher Alex Q.
- 1) Cruz, Juan Ramon S.
- 5) Delos Santos, Raymond DL.
- 2) Esguerra, Sharon Anne
- 3) Patenia, Marco Lito M.

2. Answer: A

Explanation:

- 1) Dr. Harold Q. Salazar
- 2) Dr. Mariano A. Tibay
- 3) Atty. Silvano G. Mariano
- 4) Mr. Mateo S. Ang



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5) Engr. Cruz

Write the given names in the appropriate format (where the surnames are written first, followed by the first name and then the middle name/middle initial(s))

Note that the title or designation of the person must be written at the end of each names in the appropriate format:

- 1) Salazar, Harold Q. Dr.
- 2) Tibay, Mariano A. Dr.
- 3) Mariano, Silvano G. Atty.
- 4) Ang, Mateo S. Mr.
- 5) Cruz, Engr.

We can now arrange the given names alphabetically:

- 4) Ang, Mateo S. Mr.
- 5) Cruz, Engr.
- 3) Mariano, Silvano G. Atty
- 2) Tibay, Mariano A. Dr.
- 1) Salazar, Harold Q. Dr.

3. Answer: D

Explanation:

- 1) Lucas Q. Smith
- 2) Lucas Q. Smith-Johnson
- 3) Lucas Quezon Smith
- 4) Dr. Lucas Q. Smith-Johnson
- 5) Lucas Smith-Johnson

Writing the given names in the appropriate format:(Note that compound surnames joined by a hyphen are regarded as a single unit)

- 1) Smith, Lucas Q.
- 2) SmithJohnson, Lucas Q.
- 3) Smith, Lucas Quezon



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- 4) SmithJohnson, Lucas Q. Dr.
- 5) SmithJohnson, Lucas

We can now arrange the given names as:

- 1) Smith, Lucas Q.
- 3) Smith, Lucas Quezon
- 5) SmithJohnson, Lucas
- 2) SmithJohnson, Lucas Q.
- 4) SmithJohnson, Lucas Q Dr.

4. Answer: B

Explanation:

- 1) Downtown Korean Restaurant
- 2) The New Golden Insurance Incorporated
- 3) Rosalinda Cruz Law Office
- 4) Maria Delos Reyes Flower Corner
- 5) The Makati New Heights Condominium

If a business name has a person's name in it, we write the name of the person in the appropriate format that we used in the previous items.

- 1) Downtown Korean Restaurant
- 2) New Golden Insurance Incorporated, The
- 3) Cruz, Rosalinda Law Office
- 4) Delos Reyes, Maria Flower Corner
- 5) Makati New Heights Condominium, The

Arranging alphabetically:

- 3) Cruz, Rosalinda Law Office
- 4) Delos Reyes, Maria Flower Corner



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

- 1) Downtown Korean Restaurant
- 5) Makati New Heights Condominium, The
- 2) New Golden Insurance Incorporated, The

5. Answer: A

Explanation:

- 1) Ramon Valiente, PhD.
- 2) Samantha G. Cervantes
- 3) Ma. Leticia Crusaldo
- 4) Pablo U. Garcia
- 5) Corazon T. Abelardo

Writing the given names in the appropriate format:

- 1) Valiente, Ramon PhD
- 2) Cervantes, Samantha G.
- 3) Crusaldo, Ma. Leticia
- 4) Garcia, Pablo U.
- 5) Abelardo, Corazon T.

We may now arrange the given names alphabetically:

- 5) Abelardo, Corazon T.
- 2) Cervantes, Samantha G.
- 3) Crusaldo, Ma. Leticia
- 4) Garcia, Pablo U.
- 1) Valiente, Ramon PhD

6. Answer: C

Explanation:

- 1) Ricardo Patenia Magiting
- 2) Ricardo Magiting



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

- 3) Ricardo P. Magiting Jr.
- 4) Dumatay, Allen Sr.
- 5) Diego S. Dumatay Jr.

Write the given name in the appropriate format (where surnames are written first):

- 1) Magiting, Ricardo Patenia
- 2) Magiting, Ricardo
- 3) Magiting, Ricardo Jr.
- 4) Dumatay, Allen Sr.
- 5) Dumatay, Diego S. Jr.

Take note that name suffixes such as *Jr.* or *Sr.* must be written after the middle name or middle initials when the name is written in the appropriate format for alphabetizing.

Alphabetizing the given names:

- 4) Dumatay, Allen Dr.
- 5) Dumatay, Diego S. Jr.
- 2) Magiting, Ricardo
- 1) Magiting, Ricardo Patenia
- 3) Magiting, Ricardo Jr.

7. Answer: B

Explanation:

- 1) Corazon Dela Fuente
- 2) Corazon S. Dela Fuente
- 3) Corazon Salceda Dela Fuente
- 4) Dr. Corazon Salceda Dela Fuente
- 5) Atty. Corazon Salceda Dela Fuente

We start by writing the given names in the appropriate format for alphabetizing:

- 1) Dela Fuente, Corazon



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

- 2) Dela Fuente, Corazon S.
- 3) Dela Fuente, Corazon Salceda
- 4) Dela Fuente, Corazon Salceda Dr.
- 5) Dela Fuente, Corazon Salceda Atty.

Alphabetizing the given names:

- 1) Dela Fuente, Corazon
- 2) Dela Fuente, Corazon S.
- 3) Dela Fuente, Corazon Salceda
- 5) Dela Fuente, Corazon Salceda Atty.
- 4) Dela Fuente, Corazon Salceda Dr.

8. Answer: A

Explanation:

- 1) Divina Garcia Dental Clinic
- 2) Raymond Patapat Law Office
- 3) Jonathan Sy Ice Plant
- 4) Silvano Malaya Jr. Law Office
- 5) Carlito Patenia Accounting Firm

Since all of the business/organization names has a person's name, we must write the business names in the appropriate format first (where surnames are written first):

- 1) Garcia, Divina Dental Clinic
- 2) Patapat, Raymond Law Office
- 3) Sy, Jonathan Ice Plant
- 4) Malaya, Silvano Jr. Law Office
- 5) Patenia, Carlito Law Office

Now, we can alphabetize the business names as:

- 1) Garcia, Divina Dental Clinic
- 4) Malaya, Silvano Jr. Law Office



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

- 2) Patapat, Raymond Law Office
- 3) Sy, Jonathan Ice Plant
- 5) Patenia, Carlito Accounting Firm

9. Answer: C

Explanation:

- 1) Mauricio Catud Barilla
- 2) Christopher Cruz Abad
- 3) Angelo Soliman Lupon
- 4) Anastacio Macalintal Burgos
- 5) Hannah Castelo Lopez

Writing the given names in the appropriate format:

- 1) Barilla, Mauricio Catud
- 2) Abad, Christopher Cruz
- 3) Lupon, Angelo Soliman
- 4) Burgos, Anastacio Macalintal
- 5) Lopez, Hannah Castelo

Alphabetizing the names:

- 2) Abad, Christopher Cruz
- 1) Barilla, Mauricio Catud
- 4) Burgos, Anastacio Macalintal
- 5) Lopez, Hannah Castelo
- 3) Lupon, Angelo Soliman

10. Answer: D

Explanation:

- 1) Miriam Alice P. San Juan
- 2) Oliver A. San Mateo



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

- 3) Hazel Marga G. Dela Vega
- 4) Susan U. De Quinta
- 5) Abigail De Juan

Writing the given names in the appropriate format:

- 1) San Juan, Miriam Alice P.
- 2) San Mateo, Oliver A.
- 3) Dela Vega, Hazel Marga G.
- 4) De Quinta, Susan U.
- 5) De Juan, Abigail

Note that Compound surnames must be treated as one unit.

Alphabetizing the given names:

- 5) De Juan, Abigail
- 3) Dela Vega, Hazel Marga G.
- 4) De Quinta, Susan U.
- 1) San Juan, Miriam Alice P.
- 2) San Mateo, Oliver A.

11. Answer: A

Explanation:

- 1) Think Beyond Review Center
- 2) Royal Corner Insurance Company
- 3) Elm Avenue
- 4) Narra Avenue
- 5) Sundial Auto Repairs and Accessories

Note that the given business names/places have no person names included. Thus, we can proceed alphabetizing the given business names/places:

- 3) Elm Avenue



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

- 4) Narra Avenue
- 2) Royal Corner Insurance Company
- 5) Sundial Auto Repairs and Accessories
- 1) Think Beyond Review Center

12. Answer: C

Explanation:

- 1) Engineer Clark Matthew Agustin
- 2) Attorney Gloria A. Tiongson
- 3) Senator Juan Delgado Romero
- 4) Mister Harry D. Escala
- 5) Congressman Jeremy A. Montalban

Writing the given names in appropriate format for alphabetizing:

- 1) Agustin, Clark Matthew Engineer
- 2) Tiongson, Gloria A. Attorney
- 3) Romero, Juan Delgado Senator
- 4) Escala, Harry D. Mister
- 5) Montalban, Jeremy A. Congressman

Note that the titles of their names are written at the end.

Alphabetizing the given names:

- 1) Agustin, Clark Matthew Engineer
- 4) Escala, Harry D. Mister
- 5) Montalban, Jeremy A. Congressman
- 3) Romero, Juan Delgado Senator
- 2) Tiongson, Gloria A. Attorney



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

13. Answer: B

Explanation:

- 1) Attorney Matthew Harold Alvarez
- 2) Jimuel Aguilar
- 3) Doctor Jimuel Allison Aguilar
- 4) Doctor Jimuel Angeles
- 5) Attorney Mateo Harold Alvarez

Writing the given names in the appropriate format for alphabetizing:

- 1) Alvarez, Matthew Harold Attorney
- 2) Aguilar, Jimuel
- 3) Aguilar, Jimuel Allison Doctor
- 4) Angeles, Jimuel Doctor
- 5) Alvarez, Mateo Harold Attorney

Alphabetizing the given names:

- 2) Aguilar, Jimuel
- 3) Aguilar, Jimuel Allison Doctor
- 4) Angeles, Jimuel Doctor
- 5) Alvarez, Mateo Harold Attorney
- 1) Alvarez, Matthew Harold Attorney

14. Answer: A

Explanation:

- 1) Ramos Street
- 2) Guerrero Street
- 3) 4th Street
- 4) Quintana Street
- 5) Zapanta Street



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

Our only concern here is *4th Street*. We need to spell it out so we can easily alphabetize the street names:

- 1) Ramos Street
- 2) Guerrero Street
- 3) Fourth Street
- 4) Quintana Street
- 5) Zapanta Street

We can now alphabetize the street names:

- 2) Guerra Street
- 3) Fourth Street
- 4) Quintana Street
- 1) Ramos Street
- 5) Zapanta Street

15. Answer: D

Explanation:

- 1) Abigail Dela Vega-Castro
- 2) Nathan Cruz Chua-Sy
- 3) Abigail D. Del Casas
- 4) Anastasia B. Chua-Castelo
- 5) Patricia Aleia D. Castro-Sy

Hyphenated surnames, just like compound surnames, must be regarded as single unit:

Writing the given names in the appropriate format:

- 1) Dela Vega-Castro, Abigail
- 2) Chua-Sy, Nathan Cruz
- 3) Del Casas, Abigail D.
- 4) Chua-Castelo, Anastacia B.
- 5) Castro-Sy, Patricia Aleia



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

Alphabetizing the given names

- 5) Castro-Sy, Patricia Aleia
- 4) Chua-Castelo, Anastacia B.
- 2) Chua-Sy, Nathan Cruz
- 1) Dela Vega-Castro, Abigail
- 3) Del Casas, Abigail D.

16. Answer: B

Explanation:

- 1) 4th South Avenue
- 2) F&C Auto Repairs Shop
- 3) F&L Accounting Firm
- 4) The Flora and Fauna Corner
- 5) Alberta Flores Corporation

Aside from writing the business name in the appropriate format, we will be applying also another four basic rules of alphabetizing business names here:

- (1) Numbers must be spell-out in a business name;
- (2) If the names of the persons are initials of their names, we regard the initials as a single unit;
- (3) Drop symbols such as &; and
- (4) Articles such as *The* are written at the end of the business name

Applying these rules:

- 1) Fourth South Avenue
- 2) FC Auto Repairs Shop
- 3) FL Accounting Firm
- 4) Flora and Fauna Corner, The
- 5) Flores, Alberta Corporation



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

Alphabetizing the given names:

- 2) FC Auto Repairs Shop
- 3) FL Accounting Firm
- 1) Fourth South Avenue
- 5) Flora and Fauna Corner, The
- 4) Flores, Alberta Corporation

17. Answer: A

Explanation:

- 1) Torrez, Philip Harrison Corporation
- 2) T&R Grocery Store
- 3) 3rd Avenue
- 4) 3rd Downtown Street
- 5) T&S Consulting Firm

Applying the rules of alphabetizing business names:

- 1) Torrez, Philip Harrison Corporation
- 2) T R Grocery Store
- 3) Third Avenue
- 4) Third Downtown Street
- 5) T S Consulting Firm

Alphabetizing the business names:

- 3) Third Avenue
- 4) Third Downtown Street
- 1) Torrez, Philip Harrison Corporation
- 5) T S Consulting Firm
- 2) T R Grocery Store



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

18. Answer: D

Explanation:

- 1) An Ultimate Recording Studio
- 2) Andante Music Store
- 3) Drake Aguilar Construction Needs
- 4) A&A Consulting Firm
- 5) Brian Aguilar Guitar Shop

Applying the rules of alphabetizing business names:

- 1) Ultimate Recording Studio, An
- 2) Andante Music Store
- 3) Aguilar, Drake Construction Needs
- 4) A A Consulting Firm
- 5) Aguilar, Brian Guitar Shop

Alphabetizing the set of business names:

- 4) A A Consulting Firm
- 5) Aguilar, Brian Guitar Shop
- 3) Aguilar, Drake Construction Needs
- 2) Andante Music Store
- 1) Ultimate Recording Studio, An

19. Answer: A

Explanation:

- 1) Oakhill Water Park
- 2) Oakhill Residential Village
- 3) Baguio Minesview Park
- 4) Oakhill Asian Restaurant
- 5) Baguio Strawberry Farm



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Clerical Ability Answer Key

Set 1: *Alphabetical Filing*

There's no need to transform the given names in a certain format. We can now proceed with alphabetizing them:

- 3) Baguio Minesview Park
- 5) Baguio Strawberry Farm
- 4) Oakhill Asian Restaurant
- 2) Oakhill Residential Village
- 1) Oakhill Water Park

20. Answer: A

Explanation:

- 1) Macabuhay Macalguim Pasalubong and Sweets
- 2) Mercado Melendres Auto Repairs and Services
- 3) Maranan Abrenica Manufacturing Corporation
- 4) Mercado Burgos Catering Services
- 5) Marasigan Masinsin Travel Agency

If two surnames are included in a business name, we simply treat the surnames as a single unit. Thus, the answer should be:

- 1) Macabuhay Macalguim Pasalubong and Sweets
- 3) Maranan Abrenica Manufacturing Corporation
- 5) Marasigan Masinsin Travel Agency
- 4) Mercado Burgos Catering Services
- 2) Mercado Melendres Auto Repairs and Services



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