



Clerical Ability Practice Test

Set 1: *Alphabetical Filing*

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



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b) 1 - 2 - 4 - 5 - 3

c) 1 - 3 - 2 - 4 - 5

d) 1 - 3 - 5 - 2 - 4

4. 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

a) 4 - 5 - 3 - 2 - 1

b) 3 - 4 - 1 - 5 - 2

c) 5 - 4 - 3 - 2 - 1

d) 5 - 3 - 2 - 1 - 4

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

a) 5 - 2 - 3 - 4 - 1

b) 2 - 3 - 1 - 5 - 4

c) 1 - 2 - 4 - 5 - 3

d) 4 - 5 - 1 - 3 - 2

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



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- a) 4 - 5 - 2 - 1 - 3
- b) 4 - 1 - 3 - 2 - 5
- c) 4 - 5 - 2 - 1 - 3
- d) 4 - 5 - 1 - 2 - 3

7. 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

- a) 3 - 4 - 2 - 1 - 5
- b) 1 - 2 - 3 - 5 - 4
- c) 1 - 4 - 5 - 2 - 3
- d) 3 - 5 - 4 - 1 - 2

8. 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

- (a) 1 - 4 - 2 - 3 - 5
- (b) 5 - 3 - 4 - 2 - 1
- (c) 1 - 2 - 5 - 3 - 4
- (d) 5 - 4 - 3 - 1 - 2

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



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- (a) 1 - 3 - 4 - 2 - 5
- (b) 3 - 4 - 5 - 1 - 2
- (c) 2 - 1 - 4 - 5 - 3
- (d) 2 - 4 - 5 - 3 - 1

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

- (a) 3 - 1 - 2 - 5 - 4
- (b) 5 - 3 - 1 - 4 - 2
- (c) 5 - 1 - 3 - 4 - 2
- (d) 5 - 3 - 4 - 1 - 2

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

- (a) 3 - 4 - 2 - 5 - 1
- (b) 3 - 2 - 5 - 1 - 4
- (c) 3 - 2 - 1 - 5 - 4
- (d) 3 - 4 - 5 - 1 - 2

12. 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



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- (a) 1 - 5 - 4 - 2 - 3
- (b) 1 - 2 - 4 - 3 - 5
- (c) 1 - 4 - 5 - 3 - 2
- (d) 1 - 5 - 2 - 3 - 4

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

- (a) 2 - 3 - 1 - 4 - 5
- (b) 2 - 3 - 4 - 5 - 1
- (c) 2 - 1 - 5 - 3 - 4
- (d) 2 - 1 - 3 - 5 - 4

14. 1) Ramos Street
2) Guerrera Street
3) 4th Street
4) Quintana Street
5) Zapanta Street

- (a) 2 - 3 - 4 - 1 - 5
- (b) 1 - 2 - 3 - 4 - 5
- (c) 3 - 2 - 4 - 1 - 5
- (d) 1 - 3 - 4 - 2 - 5

15. 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



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Set 1: *Alphabetical Filing*

- (a) 4 - 5 - 3 - 1 - 2
- (b) 5 - 4 - 1 - 2 - 3
- (c) 3 - 1 - 4 - 5 - 2
- (d) 5 - 4 - 2 - 1 - 3

16. 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

- (a) 2 - 1 - 3 - 4 - 5
- (b) 2 - 3 - 1 - 5 - 4
- (c) 1 - 3 - 4 - 5 - 2
- (d) 1 - 5 - 4 - 3 - 2

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

- (a) 3 - 4 - 1 - 5 - 2
- (b) 3 - 4 - 5 - 2 - 1
- (c) 3 - 4 - 2 - 5 - 1
- (d) 3 - 4 - 5 - 1 - 2

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



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- (b) 3 - 4 - 5 - 2 - 1
- (c) 4 - 1 - 2 - 3 - 5
- (d) 4 - 5 - 3 - 2 - 1

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

- (a) 3 - 5 - 4 - 2 - 1
- (b) 3 - 4 - 5 - 1 - 2
- (c) 3 - 5 - 1 - 4 - 2
- (d) 3 - 4 - 1 - 5 - 2

20. 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

- (a) 1 - 3 - 5 - 4 - 2
- (b) 1 - 2 - 4 - 3 - 5
- (c) 1 - 4 - 2 - 3 - 5
- (d) 5 - 1 - 3 - 2 - 4



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