



Alphabetical Filing

Practice Questions

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 Joie 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



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To God be the glory!



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

4. 1) Helena Soliman Grocery Store
2) 2nd Avenue
3) Southern Tagalog Cuisines and Flavors
4) S&T Consulting Firm
5) Graciella Betina Salvacion Law Office

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

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

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

6. 1) Camille U. Mendez
2) Ellen D. Avila-Suarez
3) Timothy Bart P. Galvez
4) Ma. Alicia S. Dela Torre



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5) Jessielyn Abella De Lune

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



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