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

*To God be the glory!*
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

To God be the glory!
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

To God be the glory!
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

*To God be the glory!*
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

To God be the glory!
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

To God be the glory!
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

To God be the glory!
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  

To God be the glory!
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

To God be the glory!
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) Guerrera Street
3) 4th Street
4) Quintana Street
5) Zapanta Street

To God be the glory!
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) Guerrera 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, Anastasia B.
5) Castro-Sy, Patricia Aleia

To God be the glory!
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

To God be the glory!
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

To God be the glory!
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

To God be the glory!
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

To God be the glory!