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CAREER SERVICE

EXAMINATION REVIEWER

PROFESSIONAL / SUB - PROFESSIONAL LEVELS

UPDATED EDITION

by

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SUBJECT COVERAGE

Part I - *Verbal Abilities in English and in Filipino Vocabulary; Grammar and Correct Usage; Reading Comprehension (new exercises added) Paragraph Organization.*

Part II - *Clerical Reasoning, Clerical Attitude and Operations including Alphabetizing, Clerical Functions and Procedures.*

Part III - *Quantitative Analysis and Numerical Reasoning (with solutions and answers explained)*

Part IV -
A. Philippine Constitution
B. General Information, Current Events, Enacted Laws and Environmental Issues
C. Code of Conduct & Ethical Standards

PART I : TEST ON CORRECT GRAMMAR IN ENGLISH

Directions: Choose the correct answer from the choices given:

1. During the Independence Day celebrations, the directive is _____.
   a. hang your flags on June 12 c. hanged your flags on June 12
   b. hanged your flags during June 12 d. hung your flags on June 12
2. The Vice-Governor said, "I _____ won the election without the backing of a religious sect.
   a. could had b. should have not c. shall have not d. should
3. The measure of choosing well is whether or not man likes what he _____.
   a. chose b. has chosen c. choose d. is choosing
4. Professional marketing consultants know their products thoroughly and _____.
   a. study market trends c. analyze market trends
   b. they analyze market trends d. realize better market trends
5. The family of Ms. Victoria Sanchez does not live here _____.
   a. no more b. any more c. anymore d. any longer.
6. Almost two thirds of the population today _____ poor.
   a. is b. are c. has been d. were.
7. Much _____ left unproductive by the flooding caused by Typhoon Ondoy.
   a. has been b. is c. is being d. have been
8. The _____ that, for various reasons, girls spent less time working with computers than boys.
   a. studies revealing c. studies revealed
   b. studies reveal d. studies have been
9. "He has been absent for three days because he is _____ measles."
   a. affected with b. afflicted with c. afflicted of d. affected with
10. _____ to our appeal for consideration. The Board of Discipline will not give us any extension for filling additional evidence.
    a. As regards b. In regards c. With regards as d. With regard
11. Everyone in the field of entertainment _____ to watch the FAMAS Awards.
    a. was excited c. is certainly excited
    b. were certainly excited d. are certainly excited
12. After 8 fruitful years, Antonino finally quit his job. He _____ along with his Immediate boss a long time before he finally decided to look for a new job.
    a. didn't get b. isn't getting c. hasn't been getting d. hadn't been getting
13. Many years of intensive language study are required for immigrant speakers. Antonio _____ French for 3 years, but he still need more training before he masters it.
    a. will have been studying c. has been studying
    b. will be studying d. have been studying
14. You wouldn't want to be late for the interview, _____?
    a. won't you b. will you c. don't you d. would you
15. Historically, therefore, _____ must be no let up in the pursuit of the solution.
    a. there'll b. they're c. there d. their
16. Uncle Pido bought the camping gear for Robert and _____ as a prize for winning

PART I: TEST ON CORRECT GRAMMAR IN ENGLISH

Direction: Choose the correct answer from the choices given.

the competition.

a. mine b. myself c. me d. I

17. Have you _____ enough water today before the final long distance competition?

a. drink b. drunken c. drank d. drunk

18. The DENR Secretary and the MMDA Chairman _____ going to lead the campaign against the smoke-belchers along EDSA this coming Monday.

a. is both b. were c. are d. will be

19. "History is the witness that _____ passing of time.

a. testifies the b. testifies for c. will testify for d. will testify

20. The "Home Office Module" greatly benefits single mothers from running their business because they can stay home, make money and _____ a variety of people.

a. get to meet b. to meet c. meet d. be meeting

21. Which contraction is the correct form as used in the following sentence?

a. He knew its a sin to tell a lie c. He know its a sin to tell a lie
b. He knew it's a sin to tell a lie d. He knew it a sin to tell a lie

22. _____ dates are irrelevant to her case being heard by Judge De la Cruz.

a. This b. These c. That d. Those

23. The convicted criminal will be _____ the day after tomorrow.

a. hanged b. hang c. hunged d. hanging

24. Which of the following sentences use the word "elicit" correctly?

a. The judge did not believe the elicited response.
b. The answer was drawn through elicit means.
c. The judge slowly elicited the answers from the writers.
d. The answer elicited was false.

25. The terms of reference will not _____ these regulations no matter how you protest.

a. exempt you from c. exclude you from
b. give exemptions to d. exempt

26. "Where were you when the President arrived?

a. "I am sorry for the incident." c. "I accompanied her to the concert"
b. "I enjoy watching the program" d. "I was at the Library borrowing books"

27. Our heroes like Rizal and Bonifacio are worth_____.

a. role-modelling b. comparing c. idolizing d. emulating

28. The modern space explorers have gone _____ earlier explorers.

a. further from b. farther than c. farther on d. further tan

29. The sales clerk advised the customer trying the clothes _____.

a. "Do not try on the clothes before they are bought."
b. "Do not try more clothes unless they are sold."
c. "Do not try on more clothes."
d. "Do not try on the clothes many times."

30. This digital video disc player is my sister's. How about this?

a. This is his. b. This is of him c. This is him d. This is hers

PART I: TEST ON CORRECT GRAMMAR IN ENGLISH

Directions: choose the correct answer from the choices given.

31. The local basketball players were supported by the Filipino-American imports. This group _____ efforts.
    a. complimented team
    b. complemented
    c. complimented the team
    d. completed the team
32. After the onslaught of the floods triggered by Typhoon Ondoy, the residents from the affected areas_____ who relied on the culture of " bayanihan" for aid and assistance.
    a. were the ones
    b. who were the ones
    c. which were the ones
    d. whom were the ones
33. Most natural calamities happen in July and August. Students are sent home early _____.
    a. to avoid missing the transport
    b. to avoid getting wet
    c. to avoid traffic jams
    d. to avoid the flash floods
34. The union members cannot_____ the kind of compensation plan they want.
    a. agree on b. agree to c. agree with d. get agree with
35. Please _____ the book with you the next time you come to my office.
    a. bring b. take c. carry along d. bring along
36. It is essential that harmony prevail _____ the departments.
    a. between b. with c. among d. with all
37. Ever since Dr. Mateo F. Felino was elected President of the organization, the members _____ better relations
    a. had enjoy b. have enjoyed c. enjoyed d. are enjoying
38. Which of the following words are misspelled?
    1. transgression 2. transcent 3. inmunity 4. Percieve
    a. 2 & 3 b. 2 , 3 & 4 c. 1, 3 & 4 d. 1, 2 & 3
39. It cost twice _____ I thought it would.
    a. as much as b. as much c. more than d. than
40. She was much different _____ I expected.
    a. than b. from what c. from d. than what
41. When a leader is succeeded by another leader, the former is referred to as _____.
    a. replaced b. dethroned c. defeated d. deposed
42. "You wouldn't want to be accused of theft, _____?
    a. Wouldn't you b. won't you c. will you d. would you
43. Weightlifter : Strength : :
    a. marathoner : endurance
    b. hiker : agility
    c. goalie : skill
    d. dancer : speed
44. Lubricant : friction : :
    a. speed : drag b. motor : electricity c. muffler : noise d. insulator : heat
45. Elevator : shaft ::
    a. Electricity: outlet b. water : conduit c. railroad : train d. gas : fire

PART I : TEST ON CORRECT GRAMMAR IN ENGLISH

Directions: Choose the correct answer from the choices given.

46. Hydrology : science ::
    a. astronomy : galaxy b. fir : tree c. fashion : style d. theory : practice
47. In his address, the Regional Director exhorted the teachers to discover and _____ each student's _____ talent.
    a. develop : intrinsic c. redirect : specialty
    b. justify : gratuitous d. uplift : unrecognized
48. The enforcers feel that the _____ shown by the judges to first offenders unfortunately _____ many youngsters to embark on a life of crimes.
    a. harshness : predisposes c. clemency : encourages
    b. indifference : directs d. understanding : condemns
49. What utterance show determination?
    a. This time I have not made my mind c. I have good news for you.
    b. This time I won't stop schooling d. What a shame, she came back.
50. The victim's father refused revenge when he said :
    a. "An eye for an eye" c. "Don't take the law into your hands
    b. "Justice is always delayed" d. "Give him the other cheek"
51. "It is only with the heart that one can see rightly." This means _____.
    a. The heart is always correct about everything.
    b. Important things are not always for the heart but for the brain.
    c. Heart should always be over and above the brains.
    d. Only the heart can see the beauty of life and love.
52. "I will take the road less travelled by and be condemned if necessary."
    a. Regrets come before decision
    b. Decisions are made despite differences from the majority
    c. Decisions are made on the crossroads.
    d. Regrets come after decisions.
53. Professionals leaving abroad to seek "greener pastures" is one type of _____.
    a. brain-drain b. employment c. OFW's d. migration
54. Only world-class athletes win medals at the Olympic Games. Michael Phelps won several gold medals in swimming at the 2008 Beijing Olympic Games. Therefore:
    a. Michael Phelps is an all-time American swimmer
    b. Australia won the most number of gold medals in swimming
    c. Michael Phelps is world-class athlete and an Olympian
    d. Michael Phelps is a be-medalled swimmer
55. i. Treasury bills have an interest rate of 7.85% per annum.
    ii. Savings accounts have an interest rate of only 2% per annum.
    iii. Treasury bills used to have 9-10% interest rates per annum. Therefore it is better to invest in Treasury bills than just to put your money in regular savings account.
    a. definitely true c. most likely false
    b. most likely true d. definitely false

PART I: TEST ON CORRECT GRAMMAR IN ENGLISH

Direction: Choose the correct answer from the choices given.

56. Without hardly a moment's delay, the computer began to print out the answer to the problem. No error.
    a b c d e

57. Diligence and honesty, as well as being intelligent are qualities which I look for when I interview applicants. No error.
    a b c d e

58. Writing a beautiful sonnet is as much as achievement as to finish a 50-page novel. No error.
    a b c d e

59. "His untimely death has left us blinder than we might have been." This means_____.
    a. Those left behind are left homeless.
    b. Those left behind are blind
    c. Those orphans are left to themselves
    d. Those who blind are orphans

60. i. Two persons die every 3 seconds.
    ii. For every two people who die, one is caused by accidents.
    iii. In the Philippines, the rich and poor people live in different surroundings.
    iv. Philippine traffic laws and regulations are blatantly disregarded.
    Therefore, the Philippines have a high death rate because of apathy and indifference.
    a. definitely true b. most likely true c. most likely false d. definitely false

61. Some Filipinos want to live in the U.S. Therese is a Filipino. Therefore:
    a. Therese wants to live in the U.S.
    b. All those who want to live in the US are Filipinos
    c. Therese wants to be a US citizen
    d. None of the above.

62. Ruth is a good singer. All singers have good voices. Therefore:
    a. Ruth has a good voice
    b. Ruth sings only popular songs
    c. Singers are also good dancers
    d. None of the above

63. Peoples Republic of China is a communist state. Chan Hu-pei is a Chinese. Therefore:
    a. China is just like Russia.
    b. Chan is a communist
    c. Chan lives in a communist country
    d. none of the above

64. All cute girls have pretty faces. Margie has a pretty face. Therefore:
    a. Only cute girls have pretty faces
    b. Margie is a very young girl
    c. Margie is a cute girl
    d. none of the above

65. All tennis players own a tennis racquet. Josef is a tennis player. Therefore:
    a. Tennis players also own tennis balls
    b. Josef owns a tennis racquet
    c. Tennis players play on tennis courts
    d. Josef is a be-medalled athlete

66. i. Liver is the largest organ in the human body.
    ii. Healthy liver has reddish brown color and soft, spongy texture
    iii. It manufactures protein, regulates blood clotting, produces bile and destroys toxins

PART I: TEST ON CORRECT GRAMMAR IN ENGLISH

Direction: Choose the correct answer from the choices given.

iv. It also cleanses blood and discharges waste products, helps the body resist infection, regenerates its' own damaged tissues and stores iron.
Therefore, the liver is a sensitive organ.
a. definitely true b. most likely true c. most likely false d. definitely false

67. i. Almost a billion people in the world suffer from hunger and malnutrition.
ii. Severely malnourished people are unable to function at even basic level.
iii. Often it takes just a few simple resources for impoverished people to grow enough food to become self-sufficient.
iv. Many hunger experts believe that the best way to reduce hunger and malnutrition is through education.
v. Educated people are best able to break out of poverty that causes hunger.
Therefore, malnutrition is high among the illiterates.
a. definitely true b. most likely true c. most likely false d. definitely false

68. After his heart attack, he was ordered to lay in bed and rest for two weeks. No error.
a b c d e

69. She is the only one of the applicants who are fully qualified for the position. No error.
a b c d e

70. He can't hardly do anything with his right hand ever since he had his stroke. No error.
a b c d e

ANSWER KEY

1.) a
2.) b
3.) b
4.) c
5.) c
6.) a
7.) a
8.) c
9.) b
10,) d
11.) c
12.) c
13.) c
14.) d
15.) c
16.) c
17.) d
18.) c
19,) b
20.) c
21.) b
22.) d
23.) a
24.) a
25.) a
26.) d
27.) d
28.) b
29.) c
30.) a
31.) c
32.) a
33.) d
34.) a
35.) a
36.) c
37.) b
38.) b
39.) a
40,) b
41.) a
42.) d
43.) a
44.) c
45.) b
46.) b
47.) a
48.) c
49.) b
50.) c
51.) d
52.) b
53.) a
54.) c
55.) b
56.) a- without
57.) b- intelligence
58.) c- finishing
59.) c
60.) d
61.) d
62.) a
63.) d
64.) c
65.) b
66.) d
67.) a
68.) c- lie
69.) c- is
70.) a- can hardly

PART I: TEST ON CORRECT GRAMMAR IN ENGLISH

Vocabulary : Word Meaning

Direction: Each sentence below has an underlined word or phrase. Choose the word or phrase that is most nearly similar in meaning to the underlined word.

1. Because of the drug's soporific effect, you should not drive after taking it.
   1. inimical
   2. poignant
   3. noxious
   4. sedative
   5. poisonous

2. Indulgent parents spoil their children by giving in to their every demands and whims.
   1. loving
   2. generous
   3. beneficial
   4. yielding
   5. indecisive

3. Somebody has to corroborate your evidence, otherwise, it will not stand as defense in court.
   1. witness
   2. collaborate
   3. confirm
   4. negate
   5. be credible

4. The depravity of the criminal's behavior shocked all.
   1. harshness
   2. gravity
   3. deprivations
   4. effects
   5. viciousness

5. He is more concerned with mundane matters like the movement of stock market.
   1. simple
   2. financial
   3. worldly
   4. investments
   5. economic

6. Do not be so dogmatic about the statement; it can be easily refuted.
   1. arbitrary
   2. religious
   3. disagreeing
   4. technical
   5. whimsical

7. The hot, humid weather can enervate even hearty souls.
   1. intimidate
   2. incite
   3. invigorate
   4. impugn
   5. weaken

8. He was expelled from the club because of his nefarious activities.
   1. unsolicited
   2. unauthorized
   3. questionable
   4. immature
   5. sinister

9. His diffidence caused him to miss many opportunities.
   1. ignorance
   2. laziness
   3. timidity
   4. arrogance
   5. indifference

10. The ancient city was a labyrinth of narrow, winding streets.
    1. confusion
    2. collection
    3. model
    4. path
    5. maze

11. Teresa was frightened by the amorphous mass which had floated in from the sea.
    1. shapeless
    2. solid
    3. starlike
    4. rock-hard
    5. rotting

12. They resent his hypocritical posing as a friend for they know he is interested only on his own advancement
    1. exaggerated
    2. excessive
    3. deceitful
    4. narrow-minded
    5. modest

13. Let him drink the juice. It is innocuous and will have no effect.
    1. incapable
    2. non dangerous
    3. harmful
    4. tasteless
    5. toxic

14. Although the artist uses various materials for her artworks, she has the predilection for indigenous materials.
    1. superiority
    2. foresight
    3. choice
    4. preference
    5. abundance

15. The secret agents in charge of protecting the President tried to be as unobtrusive as possible.
    1. novel
    2. shadowy
    3. harsh
    4. strict
    5. inconspicuous

16. They vowed to remain steadfast in their support of the Group's cause.
    1. strong
    2. articulate
    3. loyal
    4. noble
    5. reassuring

17. The young wrestler struggled to defeat his adversary who is the current Southeast Asian Games Champion.
    1. opponent
    2. partner
    3. colleague
    4. mentor
    5. enemy

18. The father upbraided his children for their extravagance.
    1. advocated
    2. scorned
    3. scolded
    4. praised
    5. punished

19. Beng, the Customer Relations Director, responded with alacrity to every customer request or complaint.
    1. indignation
    2. aggression
    3. laxity
    4. indifference
    5. zeal

20. Health benefits and financial assistance are part of the remuneration that goes with the position.
    1. allowances
    2. compensation
    3. contribution
    4. advantages
    5. package

21. News of the surreptitious meeting of the Magdalo Group gradually leaked out to the media.
    1. secret
    2. illegal
    3. constant
    4. grand
    5. nightly

22. Science is constantly seeking to discover the immutable laws of nature.
    1. silent
    2. unchangeable
    3. constant
    4. impenetrable
    5. varied
23. Elizabeth feigned illness so she could avoid attending the school meetings.
    1. deserved
    2. escaped
    3. condoned
    4. pretended
    5. tolerated
24. The lawyer was accused of trying to mulct his client of his legacy.
    1. swindle
    2. avenge
    3. appease
    4. suggest
    5. destroy
25. We must face the enemy without trepidation if we are to win the battle.
    1. reservations
    2. fear
    3. depravity
    4. logistics
    5. trauma
26. The Regency Club is perfect for the business traveler in search of privacy, convenience and the eminent level of personalized service.
    1. topmost
    2. welcome
    3. distinguished
    4. approximate
    5. classy
27. 395 elegantly designed and tacitly furnished guest rooms and suites with residential ambiance.
    1. sweet
    2. cool and relaxing
    3. penetrating atmosphere
    4. clattered
    5. architectural
28. Ermita and Malate are known for its bohemian lifestyle and tourist attractions.
    1. stylish
    2. conventional
    3. unconventional
    4. subdued
    5. complacent
29. Lorenzo Ruiz refused to renounce his faith even though he knew he would suffer martyrdom.
    1. announce
    2. refute
    3. abandon
    4. reconcile
    5. permeate
30. There is no panacea that will solve our financial difficulty.
    1. cure-all
    2. problem
    3. paradox
    4. criteria
    5. answer

ANSWER KEY

1. 4	6. 1	11. 1	16. 3	21. 1	26. 3
2. 4	7. 5	12. 3	17. 1	22. 2	27. 2
3. 3	8. 5	13. 2	18. 3	23. 4	28. 3
4. 5	9. 3	14. 4	19. 5	24. 1	29. 3
5. 3	10. 5	15. 5	20. 2	25. 2	30. 1

PART I: TEST ON VERBAL ABILITY: SPELLING

Direction: Choose the number where the word is misspelled.

1. 1. Acknowledgement
   2. Committee
   3. Illicit
   4. Grizzly
   5. No error

2. 1. Strenght
   2. Receipt
   3. Parallel
   4. Commission
   5. No error

3. 1. Receive
   2. Fourteen
   3. Miniature
   4. Commission
   5. No error

4. 1. Disinterested
   2. Immigrate
   3. Supercede
   4. Illegal
   5. No error

5. 1. Noticeable
   2. Separate
   3. Environment
   4. Oppurtunity
   5. No error

6. 1. Embarrass
   2. Accomodate
   3. Humorous
   4. Rhythm
   5. No error

7. 1. Judgement
   2. Licence
   3. Innoculate
   4. All misspelled
   5. No error

8. 1. Inaugurate
   2. Unprecedented
   3. Indescriminate
   4. Unwarranted
   5. No error

9. 1. Indifferent
   2. Homogeneous
   3. Maintainance
   4. Eloquence
   5. No error

10. 1. Occassionally
    2. Obtrussive
    3. Misscommunication
    4. All misspelled
    5. No error

11. 1. Conspicuous
    2. Concupiscence
    3. Dissipate
    4. Dormant
    5. No error

12. 1. Dessiminate
    2. Document
    3. Eccentric
    4. Execute
    5. No error

13. 1. Fascimile
    2. Lackadaisical
    3. Irreverence
    4. Retrieve
    5. No error

14. 1. Gullible
    2. Comtroller
    3. Musketry
    4. Preamble
    5. No error

15. 1. Malecious
    2. Spontaneity
    3. Unimpeachable
    4. Commiserate
    5. No error

16. 1. Combustion
2. Infiltrate
3. Morose
4. Naivete
5. No error

17. 1. Paramore
2. Terrestial
3. Sorrugate
4. All misspelled
5. No error

18. 1. Oppulence
2. Pessimmism
3. Solenmity
4. All misspelled
5. No error

19. 1. Transgresion
2. Transcent
3. Inmunity
4. All misspelled
5. No error

20. 1. Plesbicite
2. Irreperable
3. Homogenous
4. All misspelled
5. No error

21. 1. Regatta
2. Warranty
3. Rendevouz
4. Arrears
5. No error

22. 1. Corraborate
2. Despicable
3. Ascendancy
4. Ammunition
5. No error

23. 1. Halcyon
2. Forsight
3. Fortuitous
4. Loquacious
5. No error

24. 1. Synoptic
2. Surreptitios
3. Loathe
4. Temperate
5. No error

25. 1. Santimonious
2. Presumption
3. Pulchritude
4. Audacious
5. No error

ANSWER KEY

1. 1 – Acknowledgment
2. 1 – Strength
3. 5 – No error
4. 3 – Supersede
5. 4 – Opportunity
6. 2 – Accommodate
7. 4 – Judgment; Inoculate, License
8. 2 – Indiscriminate
9. 3 – Maintenance
10. 4 – Occasionally; Obtrusive, Miscommunication
11. 2 – Concupiscence
12. 1 – Disseminate
13. 1 – Facsimile
14. 2 – Comptroller
15. 1 – Malicious
16. 5 – No error
17. 4 – Paramour; Terrestrial; Surrogate
18. 4 – Opulence; Pessimism; Solemnity
19. 4 – Transgression; Transcend; Immunity
20. 4 – Plebiscite; Irreparable; Homogeneous
21. 3 – Rendezvous
22. 1 – Corroborate
23. 2 – Foresight
24. 2 – Surreptitious
25. 1 – Sanctimonious

PART I: TEST ON VERBAL ABILITY (IDIOMATIC EXPRESSION)

Direction: ***Select the meaning of the underlined part of each sentence from the choices given:***

1. "She is a vision of feminine pulchritude" stands for
   1. aggressiveness
   2. homebuddy
   3. simplicity
   4. beauty and poise
   5. talent
2. "I value a man for the size of his heart" can be interpreted as
   1. size of heart determines the length of life
   2. man's kindness is most important
   3. man will perish without a big heart
   4. man's love is measured by the size of his heart
   5. man should use his mind over his heart
3. Veronica was excused because all she said were white lies.
   1. the lies were really harmless
   2. she recited the lies in public
   3. the lies recited were excusable
   4. the lies were written to be read by all
   5. telling a lie is deplorable
4. President Quezon said "I prefer a government ran like hell by Filipinos rather than one ran by foreigners." This means that
   1. though difficult, Filipinos are preferred to lead
   2. foreign leaders are better in governing
   3. Filipinos are incapable of administering their own affairs
   4. leadership can only be provided by foreigners
   5. Filipinos can never lead their own government
5. George Shaw said, "You see things that are and you ask why. But I dream things that never were and ask why not." Such lines speaks of
   1. clever thinking
   2. immortality
   3. curiosity
   4. rich imagination
   5. differences in outlook
6. Mrs.Gonzales is as good as her last triumph.
   1. cannot be good all throughout
   2. cannot be bad
   3. as nice as ever
   4. sustainably superb
   5. in serious trouble
7. After all has been said, the issue was a tempest in a teapot.
   1. temperature dropped
   2. heated argument followed
   3. simmered down
   4. boiled down to nothing
   5. finally settled.
8. Fast accomplishment can lull the official to complacency.
   1. remain inactively satisfied
   2. sleepy
   3. tired
   4. bored
   5. put in serious trouble
9. Jose does not need a new car, but he traded his old one to keep up with the Joneses.
   1. to imitate others in extravagance
   2. to be envious
   3. to be responsible
   4. to please others
   5. independent
10. She wishes to meet somebody who is off the beaten track.
    1. unbelievable
    2. generous
    3. at the lowest level
    4. unconventional
    5. forceful

ANSWER KEY

1.) 4 2.) 2 3.) 3 4.) 1 5.) 4 6.) 1 7.) 4 8.) 1 9.) 1 10.) 4

A. ***DIREKSYON: Piliin ang tamang sagot sa bawat tanong.***

1. Ang saging _____ ay di magbubunga ng santol.
   1. kailanman
   2. kalian man
   3. kaylanman
   4. lamang
2. Siya'y isang bulag, ngunit kaya niyang gumuhit ng larawan. Siya'y isang _____.
   1. imbentor
   2. manunulat
   3. dalubhasa
   4. pintor
3. Anong hukuman ang siyang _____ ng mga kaso ng korupsyon.
   1. Court of Appeals – manglilitis
   2. Sandigan Bayan – naglilitis
   3. Korte Suprema – maglilitis
   4. Ombudsman – tagapaglitis
4. "Hiwalayin ang natutunaw at di-natutunaw na basura." Ang ibig sabihin nito ay
   1. Isang lalagyan para sa lahat
   2. May pera sa basurahan
   3. Ang plastik, gulay at papel ay maaaring pagsamahin
   4. Ang plastik, gulay at papel ay pagsamahin
5. Nagulat ang mga Amerikano _____ sa Pearl Harbor ng mga Hapon.
   1. dumating
   2. nagsidating
   3. magsidating
   4. nagsidatingan
6. Maraming uri ng Pilipino ngunit ay katanggap-tanggap ay ang
   1. Taglish
   2. tuwirang Pilipino sa kabuuang wika
   3. puno ng salitang hiram
   4. ayon sa panitikan
7. Alin ang kahulugan ng <u>kahiramang suklay</u>?
   1. kaibigan
   2. kakilala
   3. kalahi
   4. karibal
8. Sa "Espiritu ni Bathala ang nangangalaga ay kanilang kalusugan" ang ipinahihiwatig ng katangian ay
   1. makapangyarihan
   2. matalino
   3. mabisa
   4. matulungin
9. <u>Pwede</u> mo <u>bang ulitin</u> <u>uli</u> ang iyong <u>sinabi</u>? <u>Walang mali</u>
   A B C D E
   1. A
   2. C
   3. D
   4. E
10. <u>May</u> <u>sariling panitikan</u> na tayo <u>ng</u> dumating ang <u>mga Kastila</u> sa Pilipinas. <u>Walang mali</u>.
    A B C D E
    1. B
    2. C
    3. A
    4. E
11. Alin ang babala na dapat sundin ng mga mamamayan?
    1. Itapon ang basura sa kalye
    2. Bayaran ang buwis para may kita ang pamahalaan
    3. Gawin ang paghihiwalay ng basura
    4. Ipagbigay alam sa kinauukulan ang mga kriminal

12. "Ang sinuman ay makakabuo ng matibay na lubid kung pagsasama-samahin ang sinulid." Ang ibig sabihin nito ay:
    1. Ang lakas ng tao ay nasa pagkakaisa nila
    2. Nagkakaisa ang mga tao
    3. Kailangan magkaisa tayong lahat
    4. Magkakaiba ang mga tao kaya hirap magkaisa.
13. Usap-usapan sa mga barangay ang _____ ng magkaibigang iyan.
    1. pagtatampo
    2. pakikitampo
    3. pakikipagtampuhan
    4. pagtatampuhan
14. Ano ang ayos ng pangungusap na ito? "Kami ang nakikipagsapalaran sa lungsod."
    1. walang paksa
    2. di-karaniwan
    3. karaniwan
    4. walang pandiwa
15. "Ikinalulungkot ko ang nangyari." Ito ay nagpapahiwatig ng
    1. paghula
    2. pagtatanong
    3. pagsagot
    4. paghingi ng paumanhin
16. Masususing inilarawan ni Francisco ang taglay na kagandahan ng kanyang bayan.
    1. Masusing naglarawan ni Francisco ang taglay na kagandahan ng kanyang bayan.
    2. Masusing inilarawan ni Francisco ang taglay na kagandahan ng kanyang bayan.
    3. Ang kagandahan ng kanyang bayan ay masusing inilarawan ni Francisco.
    4. Masusing naglalarawan ni Francisco ang taglay na kagandahan ng kanyang bayan.
17. Kung bayani si Malvar dahil sa siya ang huling sumuko, bayani rin si Abad Santos dahil sa hindi siya sumusuko.
    1. Dahil hindi siya sumusuko.
    2. Dahil ayaw niyang sumuko.
    3. Dahil sa hindi siya nagpasuko.
    4. Dahil sa hindi siya sumuko.
18. Ang bango ng mga bulaklak ay humahalimuyak.
    1. Ang bango ng mga bulaklak ay humahalimuyak.
    2. Ang bango ng mga bulaklak ay napakahalimuyak.
    3. Ang mga bulaklak ay humahalimuyak.
    4. Ang mga bango ng bulaklak ay humahalimuyak.
19. Gabing-gabi ding iyon tumulak patungong Cebu ang barko.
    A B C D
20. Ginto ang halaga : napakamahal
    1. ginintuan : napakaganda
    2. pilak na buhok : matatanda
    3. balat sibuyas : mahirap
    4. hampas ng langit : parusa

ANSWER KEY

1. 1	2. 4	3. 2	4. 4	5. 2
6. 2	7. 1	8. 1	9. 2	10. 2
11. 3	12. 1	13. 4	14. 2	15. 4
16. 2	17. 4	18. 3	19. A	20. 4

A. ***DIREKSYON:*** ***Piliin ang tamang sagot sa bawat tanong.***

1. Sabihin ang gawa ng pagsasalitang ito: "Iwasan ang imburnal, may nagtratrabaho."
   1. pantukoy
   2. pagkukunwari
   3. babala
   4. pasasalamat
   5. pahiwatig
2. "Mikaela, tigilan mo muna ang _____ at kumain ka muna."
   1. labahan
   2. lalabhin
   3. labahin
   4. paglaba
   5. paglalaba
3. "Ikaw naman kasi, hindi ka nag-aral mabuti ng aralin kagabi."
   1. pagkontrol ng kilos ng iba
   2. paglikha
   3. pagbibigay ng impormasyon
   4. pagbabahagi ng damdamin
   5. wastong pananalita
4. "Kami ay sa Davao mag-babakasyon sa darating na buwan." Ano ang ayos ng pangungusap?
   1. di-karaniwan
   2. karaniwan
   3. walang paksa
   4. walang pandiwa
   5. panalaysay
5. Alin sa mga sumusunod ang pinakatamang pangungusap?
   1. Isang guro na babaeng anak na bunso ni Jose si Bernice
   2. Isang guro na si Bernice, ang bunsong anak na babae ni Jose
   3. Isang guro na bunsong babaeng anak ni Jose si Bernice
   4. Isang guro na si Bernice na bunsong babaeng anak ni Jose
   5. Bunsong babaeng anak ni Jose na si Bernice ay isa nang guro
6. Ang tambal na salitang "matang-agila" ay may ibig sabihin na?
   1. nanlilisik
   2. matalas
   3. nakakatakot
   4. mapang-akit
   5. malalaki
7. Alin sa mga sumusunod ang pinakatamang pangungusap?
   1. Likas na sa ating mga Filipino ang pagsakay sa dyipni araw-araw.
   2. Kakambal na ng ating pagka-Filipino ang araw-araw na pagsakay sa dyipni.
   3. Ang pagsakay sa dyipni araw-araw ay natural na kaugaliang Filipino.
   4. Ang ating pagka-Filipino ay kakambal na ang pagsakay-sakay sa dyipni araw-araw.
   5. Araw araw na lang sa dyipni sumasakay ang Filipino.
8. Alin ang pinakamabisang salin ng sumusunod na kasabihan: "Law grind the poor and the rich men rule the law."
   1. Ang batas ay nagpapahirap sa mga aba samantalang ang mayayaman ang nagpapatakbo sa batas.
   2. Mapalad ang mayayaman sapagkat sila ay makapangyarihan sa mahihirap.
   3. Walang pagkapantay-pantay sa ilalim ng batas
   4. Ang batas ay ginawa para lalong pahirapan ang mahihirap at pagaanin ang buhay ng mayayaman

5. Ang katarungan ay para sa mayayaman lamang.

9. "Ang karapatan mo, ipaglaban mo." Ano ang ibig sabihin nito?
   1. ipagtatangol ka ng abogado
   2. alamin mo ang mga karapatang pantao
   3. alamin mo ang mga batas ng bayan
   4. tawagin ang mga kinauukulan
   5. hindi lahat ng tao ay may karapatan

10. Ano ang sinasabi ng tagapanguna sa isang pagpupulong upang maghudyat na wakas na ito?
   1. Salamat sa inyong pagdalo sa pulong na ito
   2. Tapos na. Maari na kayong umuwi.
   3. Maari na kayong umalis, tapos na tayo.
   4. Dito nagtatapos ang ating pagpupulong. Salamat.
   5. Maraming Salamat Po.

B. Talasalitaan (Vocabulary in Filipino)

DIREKSYON: ***Piliin ang titik ng salitang kasingkahulugan ng salitang may salungguhit sa pangungusap.***

11. Ang sentro ng pagdiriwang ng <u>sentenaryo</u> ay sa Kawit, Cavite
   1. ika-10 taon
   2. ikasandaangtaon
   3. ika-20 taon
   4. panghabang panahon

12. Ang <u>salungkawit</u> ay gawa ng panday.
   1. itak
   2. tali
   3. basket
   4. sungkit

13. Si Ginoong Pepe ay nagbigay ng <u>salawsaw</u>.
   1. galak
   2. gulo
   3. salapi
   4. lungkot

14. Kailangan ang <u>luop</u> para hindi lumaganap ang dengue.
   1. lason
   2. ineksyon
   3. lamok
   4. suob

15. Nakatulog si Ama dahil sa <u>himingting</u> ng kapaligiran.
   1. katahimikan
   2. kaingayan
   3. kapaguran
   4. lakas ng hangin

C. Ang sumusunod na pagsasanay ay may kinalaman sa aral mula sa Bibliya. Piliin ang tamang sagot.

"Gamitin ninyo sa pakikipagkaibigan ang kayamanan ng sanlibutang ito. Maubos man ito'y may tatanggap naman sa inyo sa tahanang walang hanggang." (Luk. 16:9).

16. Ang kahulugan ng sanlibutan.
    1. katauhan
    2. mga israelita lamang
    3. apostoles
    4. dukha

17. Ano ang tinutukoy ng pariralang: tahanang walang hanggan.
    1. tahanang walang hagdan
    2. mundo
    3. kaharian ng Diyos
    4. impierno

18. Sino ang may-ari ng kayamanang binabanggit?
    1. ikaw at ako
    2. ang pamahalaan
    3. hindi binanggit sa talinghaga
    4. ang mayayaman

19. Saan nararapat gamitin ang kayamanan ng sanlibutan?
    1. pagtulong sa mahihirap na kapwa
    2. pag-iwas sa buwis
    3. paghahanapbuhay
    4. pagsuporta sa pamahalaan

20. Ang salitang ito'y tumutukoy sa
    1. Diyos
    2. kayamanan ng sanlibutan
    3. mga pagsisikap
    4. mga mahihirap

D. "Kung paanong tayo'y walang dala nang sumipot dito sa daigdig, wala rin tayong madadala pagpanaw natin." (mangangaral 5:15)

21. Kailan tayo sumipot sa daigdig?
    1. sa pagsikat ng araw
    2. sa paglubog ng araw
    3. sa ating pagsilang
    4. sa ating pagpanaw

22. Paano tayo ipinanganak?
    1. mayroon ng kayamanan
    2. walang saplot, walang yaman
    3. masagana
    4. mahirap

23. Paano naman tayo mamamatay?
    1. gaya ng tayo'y isinilang
    2. masagana
    3. marangya
    4. walang binanggit

24. Alin ang pinakatamang pahayag?
    1. Tinitigan niya ang langit
    2. Tiningala niya ang langit
    3. Sinulyapan niya ang langit
    4. Tinitingnan niya ang langit

25. Ano ang mensahe ng sumusunod na pahayag? "Bunsod ng globalisasyon , kontraktwalisasyon at pagsasa-pribado ng mga ari-arian ng gobyerno."
    1. paubos na ang pambansang ari-arian
    2. Pamamayaning Kapitalista
    3. walang permanente sa trabaho
    4. kailangang maging kompitent sa paggawa

26. Kailangan ng nanay ang suka. Inutusan niya ang anak na si Jose. "Jose,_____ ka nga ng suka sa tindahan ni Aling Bining."
    1. bumili 2. pabili 3. magbili 4. magpabili

27. Karamihang sa sulat-kamay ng mga mag-aaral ngayon ay mapapangit.
    1 2 3 4
    1. 4 2. 3 3. 2 4. 1

28. Masusing _____ ng huwes ang nasasakdal nang kami ay dumating.
    1. tanungan 2. tinanong 3. pinagtatanong 4. tinatanong

29. "Kailangang _____ natin ang ating sariling wika."
    1. pamalakihin 2. ipagmamalaki 3. pagmamalakihin 4. ipagmalaki

30. Laging umuukilkil sa isipan ng ama ang nasirang pangako ng anak.
    1. sumasapi 2. bumubuhay 3. sumasagi 4. gumugulo

MGA WASTONG SAGOT

1) 3	6) 2	11) 2	16) 1	21) 3	26) 1
2) 5	7) 3	12) 4	17) 3	22) 2	27) 4
3) 4	8) 3	13) 4	18) 3	23) 1	28) 3
4) 1	9) 2	14) 4	19) 1	24) 2	29) 4
5) 2	10) 4	15) 1	20) 2	25) 2	30) 3

VERBAL ANALOGY

It tests your understanding of word meanings and your ability to grasp relationships between words and ideas.

Forms of Analogy Questions:

A. Single-Word Approach: three words which are followed by 4 or 5 other words numbered 1, 2, 3, 4, & 5. The third word is related to one word of the group of choices in the same way that the first two words are related.

Ex. ox : oxen : datum : _____

1. datii 2. data 3. record 4. file 5. resume

B. Paired-Word Approach: 4 or 5 pairs of words follow, of which you are to select the pair which is related in the same way as the words of the first pair.

Ex. Enormous: Huge :

1. rogue : rock
2. gigantic : mammoth
3. clear : muddy
4. wine : pour
5. black : white

C. One of the 4 relationship elements is NOT specified from the choices offered regardless of position- select one choice which completes the relationship with the other 3 items.

Ex. submarine : fish : _____ : bird

1. feather
2. kite
3. chirp
4. egg
5. fly

In analogy questions, the relationship could be one of the following:

1. purpose: glove: ball: hook: fish
2. cause-effect: race-fatigue: fast-hunger
3. part-whole: snake-reptile: hand-clock
4. part-part: gill-fin: tube-antenna
5. association: ink-writing: devil-evil
6. synonym: giant: huge: smart: clever
7. antonym: suave-blunt: muddy-clear
8. degree: mild-breezy: bright-genius
9. sequence: plant-harvest: winter-spring

Two Important Steps in Solving Verbal Analogy:

1. Determine the relationship between the first two words.
2. Find the same relationship among the choices which follow the first 2 words.

VERBAL ANALOGY

A. SINGLE-WORD APPROACH:

Directions: Each question below consists of a related pair of words followed by 5 other words numbered 1, 2, 3, 4, & 5. Select the lettered word that BEST expresses a relationship similar to that expressed in the original pair. Write only the number that corresponds to your answer.

Begin here:

1. Open : secretive :: Forthright : _____
   1. spiteful
   2. honest
   3. mask
   4. candid
   5. outspoken

2. Negligent : requirement :: Remiss : _____
   1. task
   2. duty
   3. position
   4. injury
   5. problem

3. Chairman : gavel :: Conductor : _____
   1. orchestra
   2. keys
   3. baton
   4. bus
   5. piano

4. Funds: embezzled :: Writings : _____
   1. copyrighted
   2. documented
   3. reproduced
   4. published
   5. plagiarized

5. Taciturnity : laconic :: Improvisation : _____
   1. practiced
   2. devised
   3. unrehearsed
   4. amendment
   5. impressionable

6. Bouquet : flower :: Link : _____
   1. chain
   2. body
   3. bones
   4. muscles
   5. connection

7. Asylum : refugee :: Traveler : _____
   1. rest
   2. destination
   3. enjoyment
   4. adventure
   5. tourist

8. Worried : hysterical :: Happy : _____
   1. serious
   2. ecstatic
   3. problematic
   4. depressed
   5. loyal

9. Decision : consideration :: Wish : _____
   1. request
   2. fulfillment
   3. charity
   4. plea
   5. conference

10. Myth : story :: Bonnet : _____
    1. hat
    2. décor
    3. dress
    4. design
    5. accessory

11. Breeze : tornado :: Trickle: _____
    1. stream
    2. flame
    3. gusher
    4. flash
    5. floe

12. Signature : portrait :: Celebrity : _____
    1. autograph
    2. photograph
    3. article
    4. film
    5. movie star

13. Drama : director :: Editor : _____
    1. movie
    2. playwriting
    3. magazine
    4. editing
    5. principal

14. Indifferent : concern :: Arrogant : _____
    1. emotion
    2. tolerance
    3. behaviour
    4. bravery
    5. modesty

15. Examination: cheat :: Politics : _____
    1. principles
    2. graft
    3. grandstanding
    4. addition
    5. election

16. Publication : libel :: Slander : _____
    1. liability
    2. offense
    3. crime
    4. speech
    5. editorial

17. Lawyer : client :: Doctor : _____
    1. patient
    2. prescription
    3. profession
    4. medicine
    5. hospital

18. Mold : die :: Stamp : _____
    1. form
    2. cast
    3. mail
    4. philately
    5. envelope

19. Master : servant :: Monarch : _____
    1. subject
    2. kingship
    3. government
    4. labor
    5. follower

20. Heart : pump :: Stomach : _____
    1. digestive system
    2. digest
    3. intestine
    4. food
    5. appendix

21. Connoisseur : painting :: Viands : _____
    1. food
    2. appetizer
    3. gourmand
    4. critic
    5. chef

22. Story : building :: Stanza : _____
    1. rhyme
    2. floor
    3. construction
    4. prose
    5. poem

23. Novelist : plot :: Architect : _____
    1. design
    2. profession
    3. blueprint
    4. building
    5. construction

24. Airplane : hangar :: Automobile : _____
    1. port
    2. pad
    3. garage
    4. auto shop
    5. showroom

25. Ship : channel :: Jet : _____
    1. airport
    2. hangar
    3. runway
    4. aircraft carrier
    5. take-off

26. Heat : thermometer :: Radiation : _____
1. Geiger counter
2. seismograph
3. barometer
4. waves
5. light

27. Ostracism : censure :: Approval : _____
1. disapprove
2. applause
3. reject
4. negate
5. accept

28. Mentor : counsel :: Bodyguard : _____
1. teacher
2. safety
3. guardian
4. protection
5. lawyer

29. Automobile : gasoline :: Man : _____
1. medicine
2. life
3. food
4. energy
5. exercise

30. Apt : fore :: Bow : _____
1. hull
2. deck
3. stern
4. arrow
5. ship's bottom

B. PAIRED-ANALOGY APPROACH:

31. Electrician : pliers :: _____ : _____
1. journalist : typewriter
2. carpenter : lumber
3. plumber : pipe
4. poet : poetry
5. surgeon : operation

32. Seer : prophecy :: _____ : _____
1. judge : verdict
2. architect : design
3. carpenter : house
4. poet : beauty
5. teacher : student

33. Virtuoso : experienced :: _____ : _____
1. philosopher : nature
2. rogue : knavish
3. democrat : dictatorial
4. evildoer : repentant
5. technocrat : politics

34. Stage : actor :: _____ : _____
1. quarry : sculptor
2. baton : conductor
3. safe : banker
4. rink : skater
5. radio : announcer

35. _____ is to insects as toxicology is to _____
1. entomology : poisons
2. phraseology : behaviour
3. ichthyology : dinosaurs
4. etymology : toxicity
5. biology : chemistry

36. caution is to _____ as radar is to _____
1. carelessness : war
2. worry : disaster
3. sanitation : tracking
4. protection : direction
5. accident : collision

37. Island : archipelago :: _____ : _____
1. team : player
2. sphere : hemisphere
3. star : galaxy
4. multitude : horde
5. peninsula : continent

38. _____ : organization :: _____ : army
1. merger : assembly
2. disband : demobilize
3. discharge : dismissal
4. resignation : integration
5. employee : officer

39. _____ is to votes as census is to _____
1. tally : population
2. election : statistics
3. Comelec : DepEd
4. voters : workers
5. hospital : revenues

40. Armory : weapons :: _____ : _____
1. penitentiary : warden
2. courthouse : laws
3. banks : mortgages
4. warehouse : merchandise
5. hospital : patients

41. Skin : tissue :: _____ : _____
1. envelope : letter
2. chisel : stone
3. cord : wood
4. swatch : cloth
5. ream : paper

42. _____ is to tooth as _____ is to stump
1. decay : dry
2. extract : uproot
3. pull : push
4. fill : plant
5. enamel : cork

43. _____ is to letter as deck is to _____
1. message : ship
2. preface : bow
3. alphabet : cards
4. envelope : ship
5. mail : distance

44. Pulverize : dust :: _____ : _____
1. petrify : coal
2. solidify : fluid
3. analyze : solution
4. permeate : odor
5. vaporize : mist

45. Basement : attic :: _____ : _____
1. baseball : football
2. root : crown
3. garage : house
4. roof : galvanized iron
5. dungeon : shelter

46. Water : bucket :: _____ : _____
1. acorn : tree
2. seed : cob
3. doctor : profession
4. grain : silo
5. fruits : grocery

47. amusing : uproarious :: _____ : _____
1. petty : narrow-minded
2. intractable : stubborn
3. quiet : noisy
4. puzzling : dumb-founded
5. exhausted : weary

48. cobbler : shoes :: _____ : _____
1. painter : easel
2. saw : carpenter
3. judge : verdict
4. mechanic : automotive
5. plans : architect

49. quart is to _____ as minute is to _____.
1. pint : second
2. liter : time
3. gallon : 60 mins.
4. volume : hour
5. millennium : length of time

50. horse : foal :: _____ : _____
1. cock : game
2. duck : gander
3. cow : tether
4. carabao : calf
5. cat : feline

51. Wheat : grain :: _____ : _____
1. beef : cow
2. lime : orange
3. carrot : vegetable
4. coconut : palm
5. hamburger : bun

52. Possible : probable :: _____ : _____
1. likely : unlikely
2. best : better
3. willing : eager
4. quick : fast
5. rest : stir

53. Digrees : ramble :: _____ : _____
1. muffle : stifle
2. rust : weld
3. introduce : conclude
4. rest : stir
5. find : explain

54. Mauve : color :: _____ : _____
1. salt : sugar
2. basil : spice
3. light : dark
4. rainbow : blue
5. brown : tan

55. Ship : disembark :: _____ : _____
1. horse : dismount
2. train : onboard
3. intern : jail
4. navy : discharge
5. clock : alarm

56. Stable : horse :: _____ : _____
1. sty : pig
2. pond : duck
3. school : fish
4. swarm : bees
5. zoo : lioness

57. Bat : bird :: _____ : _____
1. collie : dog
2. fly : insect
3. whale : fish
4. crocodile : alligator
5. dolphin : shark

58. Radius : circle :: _____ : _____
1. cord : circumference
2. latitude : earth
3. bisector : angle
4. tire : thread
5. spoke : wheel

59. Wheel : car :: _____ : _____
1. motor : truck
2. oar : boat
3. kite : string
4. wing : plane
5. rudder : ship

60. Decibel : sound :: _____ : _____
1. calorie : weight
2. temperature : weather
3. volt : electricity
4. color : light
5. area : distance

ANSWER KEY

A. Single-Word Approach

1.)	1	2.)	2	3.)	3	4.)	5	5.)	3	6.)	1	7.)	2	8.)	2	9.)	2	10.)	1
11.)	3	12.)	1	13.)	3	14.)	5	15.)	2	16.)	4	17.)	1	18.)	2	19.)	1	20.)	2
21.)	3	22.)	5	23.)	3	24.)	3	25.)	3	26.)	1	27.)	2	28.)	4	29.)	3	30.)	3

B. Paired-Word Approach

31.)	1	32.)	1	33.)	2	34.)	4	35.)	1	36.)	5	37.)	3	38.)	2	39.)	2	40.)	4
41.)	5	42.)	2	43.)	3	44.)	5	45.)	2	46.)	4	47.)	4	48.)	4	49.)	1	50.)	4
51.)	3	52.)	3	53.)	1	54.)	2	55.)	1	56.)	1	57.)	3	58.)	5	59.)	5	60.)	3

Direction: Below you will find groups of sentences. Select which one in each group is preferable with respect to grammar and correct usage.

1. The child is neither encouraged to be critical or to examine all the evidence before forming an opinion.
   1. neither encouraged to be critical or to examine
   2. neither encouraged to be critical nor to examine
   3. either encouraged to be critical or to examine
   4. encouraged either to be critical nor to examine
   5. not encouraged either to be critical or to examine

2. Many politicians are now trying to take uncontroversial positions on issues; the purpose being to allow them to appeal to as wide a segment of the voting population as possible.
   1. issues; the purpose being to allow them to appeal
   2. issues in order to appeal
   3. issues, the purpose is to allow them to appeal
   4. issues and the purpose is to allow them to appeal
   5. issues; that was allowing them to appeal

3. Play being recognized as an important factor in improving mental and physical health and thereby reducing human misery and poverty.
   1. Play being recognized as
   2. By recognizing play as
   3. Their recognizing play as
   4. Recognition of it being
   5. Play is recognized as

4. However many mistakes have been made in our past, the Filipino traditions, not only the champion of freedom but also bravery, still lives among millions who can see light and hope scarcely anywhere else.
   1. not only the champion of freedom but also bravery
   2. the champion of not only freedom but also of bravery
   3. the champion not only of freedom but also of bravery
   4. not only the champion but also freedom and bravery
   5. not the champion of freedom only, but also bravery

5. Elma is as fast as, if not faster than, anyone in her track and field batch and should be on the National Team.
   1. as fast as, if not faster than, anyone
   2. as fast as, if not fast than, anyone else
   3. as fast, if not more fast than, anyone
   4. as fast as, if not faster than, anyone else
   5. as swift as, if not faster than, anyone

6. Except for you and I, everyone brought a present to the party.
   1. Except for you and I, everyone brought
   2. With exception of you and I, everyone brought
   3. Except for you and I, everyone had brought
   4. Except for you and me, everyone brought
   5. Except for you and me, everyone had brought

7. The reason I came late to office today is because the car broke down.
   1. I came late to office today is because
   2. why I came late to office today is because
   3. I was late to office today is because
   4. that I was late to office today is because
   5. I came late to office today is that

8. When the war is over, no nation will either be isolated in war or peace.
   1. either be isolated in war or peace
   2. be either isolated in war or peace
   3. be isolated in neither war nor peace
   4. be isolated either in war or in peace
   5. be isolated neither in war or peace

9. The supermarket owner hadn't hardly any of those kind of canned goods.
   1. hadn't hardly any of those kind
   2. hadn't hardly any of those kinds
   3. had hardly any of those kind
   4. had hardly any of those kinds
   5. had scarcely any of those kind

10. Irregardless of the outcome of the competition, our schools will remain staunchly allies.
    1. Irregardless of the outcome
    2. Regardless of how the outcome
    3. With regard to the outcome
    4. Regardless of the outcome
    5. Disregarding the outcome

11. She was told to give the award to whomever she thought had contributed most to the welfare of the student organization.
    1. to whomever she thought
    2. to whoever she thought
    3. to the senior whom she thought
    4. to whomsoever
    5. to him whom she thought

12. Senator Josef is one of the legislators who are going to discuss the budget in the Upper Chamber.
    1. one of the legislators who are going
    2. one of the legislators who is going
    3. one of the legislators who has gone
    4. the legislator who is going
    5. the legislator who has gone

13. She not only was competent but also friendly in nature.
    1. She not only was competent but also friendly
    2. She not was only competent but friendly also
    3. She not only was competent but friendly also
    4. She was not only competent but also friendly
    5. She was not only competent but friendly also

14. Most students like to read these kind of books during their break time.
    1. these kind of books
    2. these kind of book
    3. this kind of book
    4. this kinds of book
    5. those kind of books

15. It is not for you to assume responsibility, it is, rather, me who is the guilty person in this matter.
    1. me who is
    2. me who am
    3. I who is
    4. I who are
    5. I who am

16. The "Aurora Borealis" or Northern Lights, is so named because it is a light display that takes place in the northern skies.
    1. because it is a light display that takes place
    2. as a light display taking place
    3. because of taking place
    4. due to the fact that it is a light display
    5. contrary to the fact of taking place

17. The giving of foreign aid is a tool of national policy, the hoped-for return is often indirect and long-term.
    1. policy, the hoped-for return is often indirect and long-term
    2. policy, however the hoped-for return is often indirect and long-term.
    3. policy, through the hoped-for return is often indirect and long term.
    4. policy, albeit the hoped-for return is often indirect and long term.
    5. policy, despite the hoped-for return is often indirect and long term.

18. The difference between the candidates is that one is radical; the other, conservative.
    1. one is radical; the other, conservative.
    2. one is radical; the other being conservative.
    3. while one is radical; the other, conservative.
    4. one is radical; the other, is conservative.
    5. one is radical, although the other is more conservative.

19. Many middle class individuals find that they cannot obtain good medical attention, despite they need it badly.
    1. despite they need it badly.
    2. despite their bad need of it.
    3. in spite of they need it badly.
    4. however, much they need it.
    5. therefore, they need it badly.

20. If I would have known about the traffic jam at the area, I would have taken an alternate route.
    1. If I would have known about
    2. If I could have known about
    3. If I would of known about
    4. If I was aware of
    5. Had I known about

21. Using it wisely, leisure promotes health, efficiency and happiness.
    1. Using it wisely,
    2. If used wisely,
    3. Having used it wisely,
    4. Because it is used wisely,
    5. Because of usefulness,

22. Neither the earthquake or the subsequent fire was able to destroy the spirit of the populace.
    1. or the subsequent fire was
    2. nor the subsequent fire were
    3. or the subsequent fire were
    4. nor the subsequent fire was
    5. or the fire that occurred subsequently were

23. Of the two candidates for this government position, Jose Maria is the most qualified because of his experience in the field.
    1. most qualified because of
    2. most qualified due to
    3. more qualified due to
    4. more qualified because of
    5. most qualified as a result of

24. He has not only violated the law, but also he has escaped punishment.
    1. not only violated the law, but also he has escaped punishment.
    2. violated not only the law, but also he has escaped punishment.
    3. violated not only the law, but he has escaped punishment also.
    4. not only violated the law, but also escaped punishment.
    5. not only violated the law, but has escaped punishment.

25. She seldom ever wants to try and face the true facts.
    1. seldom ever wants to try and face the true facts.
    2. seldom ever wants to try and face the facts.
    3. seldom ever wants to try to face the facts.
    4. seldom wants to try and face the facts.
    5. seldom wants to try to face the facts.

ANSWER KEY GRAMMAR/CORRECT USAGE:

1. (5) words either..or..should be placed before the 2 items being discussed: *to be critical* and *to examine*
2. (2) corrects the run-on phrase by linking the elements with *in order to*
3. (5) provides the verb *is recognized as* and presents the only complete sentence.
4. (3) parallel structures require that *not only* and *but also* immediately precede the words they limit.
5. (4) the faulty comparison is corrected in choice #4.
6. (4) you and me
7. (5) "is that" is preferred to "because"
8. (4) either…or…
9. (4) double negative: I hadn't hardly; "those kinds"
10. (4) Regardless
11. (2) "whoever"…had contributed
12. (1) original sentence is correct
13. (4) "was not only"…but also…
14. (3) "kind" is singular, so use "this" as a singular modifier
15. (5) use "I" instead of me; first person singular verb "AM"
16. (1) original sentence is correct
17. (3) addition of conjunction "though"
18. (1) original sentence is correct; use of semi-colon to separate pair of clauses
19. (2) "Despite" used as a preposition
20. (5) correct use of subjunctive mood to indicate a condition contrary to fact
21. (2) change participial phrase to a clause.
22. (4) "neither…nor…"
23. (4) use "more" because only 2 person are being compared
24. (4) "not only" and "but also" should be placed near the words with which they belong: violated and escaped.
25. (5)

ENGLISH: GRAMMAR AND CORRECT USAGE

Directions: The sentences below contain errors in idioms, grammar, word choice, English Usage, etc. You are to detect such error by writing the letters of the part of the sentence where the mistake is found.

Start here:

1. Take note of the immediate affect this drug has on the behavior of the hamsters in the cage. No error.
   A B C D E

2. Do not be irritated by his bad manners; he is merely trying to attract attention. No error.
   A B C D E

3. This scholarship should be awarded to whomever best meets the requirements. No error.
   A B C D E

4. I fail to understand why you are seeking my council after you ignored my advice last week. No error.
   A B C D E

5. Our's is a critical period; we are confronted with grave problems which must be solved if we are to avert a tragedy. No error.
   A B C D E

6. More than sixty percent of this project still has to be completed. I am afraid that we shall have to work overtime tonight. No error.
   A B C D E

7. Alfredo usually eats a quick lunch, regardless of whether what he eats is healthy or not. No error.
   A B C D E

8. If I were you, I would never permit them to take part in such an exhausting activity. No error.
   A B C D E

9. The reason for my long absence from class was because I was sick for almost three weeks. No error.
   A B C D E

10. I will always remember you standing by me and offering me pieces of advice and encouragements. No error.
    A B C D E

11. Although I am playing golf for more than 4 years now, I cannot manage to break a 90. No error.
A C D E

12. Between twenty and thirty students are willing to volunteer; the rest are not planning to participate in the activity. No error.
A B C D E

13. He is not the kind of a person who accepts such challenge negatively, he is certain to seek competition. No error.
A B C D E

14. Although Jake is in this country for only two years, he talks like he has lived here for 10 years. No error.
A B C D E

15. Even if you go shopping late, will you please bring this note to the store's manager? No error.
A B C D E

16. We were already to leave for the educational trip to Laguna when the bus broke down. We were forced to postpone the trip. No error.
A B C D E

17. He is the writer whom I believe is most likely to receive the honor. No error.
A B C D E

18. No one but he knew which questions were going to be given on the Grand Finals of the National Quiz Bee Competition. No error.
A B C D E

19. Neither Edgardo nor Vincent handed in their courtesy resignation arising from the anomalies in the organization. No error.
A B C D E

20. Was it they who were involved in the recent violent dispersal of the rallies at the Government Center? No error.
A B C D E

ANSWER KEY

1. B – EFFECT
2. E
3. C – WHOEVER
4. B – COUNSEL
5. A – OUR
6. E
7. D – HEALTHFUL
8. E
9. D – THAT
10. C – YOUR
11. B – HAVE BEEN PLAYING
12. E
13. A – KIND OF PERSON
14. B – HAS BEEN
15. C – TAKE
16. A – ALL READY
17. B – WHO
18. B – HIM
19. C – HIS
20. E

ENGLISH: GRAMMAR AND CORRECT USAGE

Direction: The sentences below contain errors in idioms, grammar, word choice, English usage, etc. You are to detect such error by writing the letter of the part of the sentence where the mistake is found.

Part B: Start Here:

1. Because of high interest rate on installment schemes, it is advisable to pay things in cash. No error.
   A B C D E

2. The man who is laying in the pavement needs immediate medical attention. No error.
   A B C D E

3. Neither Jose or Mark handed in his resignation letter yesterday. No error.
   A B C D E

4. More experimental data is required before we can accept the theory. No error.
   A B C D E

5. Choosing between you and she is very difficult; both of you are qualified. No error.
   A B C D E

6. It is not you who are at fault: rather, it is I am is to blame. No error.
   A B C D E

7. Since you do not participate in any of the club's activities, I must conclude that you are disinterested. No error.
   A B C D E

8. She reported to the police that a large quantity of clothing and of jewelry were missing. No error.
   A B C D E

9. Neither the editor nor the Circulation Manager were satisfied with the salary increase offered by the management. No error.
   A B C D E

10. In the rush to get to the executive meeting, one of the directors forgot their documents. No errors.
    A B C D E

11. The principal of equality is pillar of democracy; this is not true of other forms of government. No error.
(A principal / B is / C this is not / D other forms of / E No error)

12. The Lieutenant report to his officer regularly everyday. No error.
(A Lieutenant / B report / C officer / D everyday / E No error)

13. It is not your fault; rather, it is I who is to blame. No error.
(A your / B rather, / C I / D who is / E No error)

14. Mr Espiritu's decision to retire came as a shock to all who respected his ability. No error.
(A Espiritu's / B came / C as a shock / D who / E No error)

15. In all of my years as a researcher, I have never encountered an individual such as he; he definitely is most hardworking. No error.
(A all of my years / B I have never / C he / D most hardworking / E No error)

16. We must regard any statement about this controversy, whatever the source, as hearsay, until they are confirmed. No error.
(A must / B any / C whatever / D they are / E No error)

17. Much more experimental data are required before we can except that the theory is conclusive. No error.
(A Much more / B are / C before / D except / E No error)

18. The nation admired the volunteers' many attempts bravely to deliver the relief goods to the victims of the flashfloods. No error.
(A admired / B many attempts / C bravely / D to deliver / E No error)

19. After raining continuesly for five days, Quezon province suffered massive landslides and killer flashfloods. No error.
(A continuesly / B suffered / C massive / D killer flashfloods / E No error)

20. It was reported in the news that the identities of them to be called as witnesses on illegal logging would be released next week by the Court. No error.
(A was reported / B of them / C as / D would be / E No error)

ANSWER KEY

1. E
2. B – LYING
3. B – NOR
4. B – ARE
5. B – HER
6. D - WHO AM
7. D – UNINTERESTED
8. D – W MISSING
9. B – WAS SATISFIED
10. D – HIS OR HER
11. A – PRINCIPLE
12. B – REPORTS
13. D – WHO AM
14. E
15. E
16. D
17. D – ACCEPT
18. C – BRAVE ATTEMPTS
19. A CONTINUOUSLY
20. B – OF THOSE

A. Sentence Completion

Each sentence below has two blanks, each blank indicating that a word has been omitted. Beneath the sentence are five numbered sets of words.

Direction: Choose the set of words that best fits the meaning of the sentence as a whole.

1. It is _____ to try to destroy pest completely with pesticides, for as each new chemical pesticide is introduced the pests, gradually become _____ to it.
   1. useless--------drawn
   2. pointless------vulnerable
   3. futile-------resistant
   4. wicked--------indifferent
   5. worthwhile------immune

2. The usual solution proposed for the chronic _____ of affordable housing in the Philippines is to build new houses, often with government subsidies to _____ the cost to the buyer.
   1. scarcity----conceal
   2. deterioration------repair
   3. excess----eliminate
   4. undersupply----augment
   5. shortage----reduce

3. The famous Dr. C.Drew's technique for preserving and storing blood plasma for emergency use proved so _____ that it became the _____ for the present bloodbank system by the Red Cross.
   1. irrelevant------inspiration
   2. urgent----pattern
   3. effective------model
   4. innucuous----excuse
   5. complex-----blueprint

4. Because they did not accept his basic _____ they were _____ by his argument.
   1. assumption-----convinced
   2. motivation----confused
   3. bias----impressed
   4. premise---unconvinced
   5. supposition----justified

5. Pain is the body's early warning system: loss of _____ in the extremities leaves a person _____ injuring himself unwittingly.
   1. agony---incapable
   2. sensation----vulnerable to
   3. consciousness-----desirous of
   4. feeling------habituated to
   5. movement----prone to

6. It is ironic that the _____ insights of the great thinkers are voiced so often that they have become mere _____.
   1. original----cliches
   2. banal----beliefs
   3. dubious-----habits
   4. Philosophical---questions
   5. abstract----ideas

7. Since many disadvantaged individuals view their situation as _____ as well as intolerable, their attitudes are best described as _____.
   1. squalid--------obscure
   2. unpleasant-----bellicose
   3. acute-------sanguine
   4. immutable---------resigned
   5. political-----perplexed

8. Certain animal behaviors, such as mating rituals, seem to be _____ and therefore, _____ external factors such as climate changes, food supply or presence of other animals of the same species.
   1. learned----immune to
   2. innate-------unaffected by
   3. intricate----belong to
   4. specific----confused with
   5. memorized----controlled by

9. As a person who combines care with _____, Ruth completed her duties with _____ as well as zeal.
   1. levity------resignation
   2. geniality----ardor
   3. vitality------willingness
   4. empathy----rigor
   5. enthusiasm-----meticulousness

10. Although bound to _____ the law, a judge is free to use his discretion to _____ the anachronistic harshness of some criminal penalties.
   1. impose-----mitigate
   2. exercise----understand
   3. support----condone
   4. initiate---lighten
   5. enforce----lower

11. The scientific community was _____ when a living specimen of a bacteria, long thought to be _____, was discovered by a scientist.
   1. perplexed---common
   2. overjoyed----dangerous
   3. unconcerned-----local
   4. astounded------extinct
   5. dismayed----alive

12. Although at times, Ruth could be disagreeable and even _____, more often than not, she was the most _____ person you could hope to meet.
   1. contentious----amiable
   2. disgruntled----confused
   3. contradictory-----disconcerted
   4. misguided---solicitous
   5. choosy----discerning

13. Reuben's interest was focused on _____ the division between theory and empiricism; he was convinced that a _____ of philosophy and applied science was possible and necessary.
   1. eliminating----synthesis
   2. maintaining----restoration
   3. crossing-----stabilization
   4. ignoring---duplicity
   5. denying----delineation

14. Thanks to his eloquence and logic, Reuben spoke _____ and made it difficult to his bitterest opponents to _____ his opinions.
    1. monotonously-------clash with
    2. charmingly-----yield to
    3. tediously-------contend with
    4. abhorrently---------concede to
    5. persuasively-----disagree with

15. This well-documented part of history of Filipino Artistry is of importance because it carefully _____ the _____ accomplishments of Filipino artists who are all too little known the public at large.
    1. recognizes----negligible
    2. overlooks-------purported
    3. scrutinizes----illusory
    4. distorts----noteworthy
    5. substantiates----considerable

16. Surrounded by their enemies and unable to _____ their supplies, the defenders of the city feared their food would soon be _____ .
    1. replenish------exhausted
    2. consume----hoarded
    3. replace------obtainable
    4. estimate----superfluous
    5. protect-----rationed

17. As environmentalists recently _____ in studying the effects of natural caused forest fires, some phenomena that appeared on the surface to be destructive, often have a hidden _____ effect on the balance of nature.
    1. disproved-----beneficial
    2. uncovered----positive
    3. hypothesized----catastrophic
    4. disclosed-----unenvironmental
    5. determined----disastrous

18. The members of the Anti-Graft and Corruption League vowed to _____ all traces of _____ between private citizens and those in government service.
    1. exterminate---controversy
    2. instigate----contact
    3. abhor-----animosity
    4. eradicate------collusion
    5. impound----ties

19. Rosalinda kept her late parents' heirlooms, not for any _____ value it had, but for purely _____ reasons.
    1. potential----monetary
    2. ornamental----aesthetic
    3. financial-----pecuniary
    4. intrinsic---sentimental
    5. personal----accidental

20. Because our supply of fossil fuel like coal has been sadly _____ , we must find _____ sources of energy.
    1. exhausted----efficient
    2. depleted----alternate
    3. increased-----available
    4. compensated---significant
    5. stored----hoarded

21. Because Noel was _____ in the performance of his duties, his employers could not _____ his work.
    1. derelict--------qu rel over
    2. dilatory-----grumble at
    3. undisciplined-------object to
    4. assiduous---------complain about
    5. mandatory-----count on

22. The _____ pack of wolves _____ the herd of cattle in their relentless search a stray calf.
    1. voracious----stalked
    2. mendacious-------pursued
    3. meandering----harassed
    4. treacherous----followed
    5. nocturnal----guided

23. It is said that the tradition of shaking hands originated when our ancestors held out their hands to show that they had no _____ weapons and were thus _____ disposed.
    1. lethal------clearly
    2. concealed----amicably
    3. hidden------harmfully
    4. murderous----ill
    5. secret-----finally

24. The number of Philippine Eagles has _____ because the encroachments of humans on their habitat have caused them to _____ their breeding places.
    1. multiplied-----endure
    2. expanded----alter
    3. increased----migrate from
    4. diminished-----protect
    5. dwindled----shun

25. Despite the Archery team members' resentment of the new coach's training regiment, they _____ them as long as he did not _____ them too strictly.
    1. embraced---follow
    2. condemned----formulate
    3. questioned-----interpret
    4. challenged-----implement
    5. tolerated----apply

ANSWER KEY

1. 3	9. 5	17. 5
2. 5	10. 1	18. 4
3. 3	11. 4	19. 4
4. 4	12. 1	20. 2
5. 2	13. 1	21. 4
6. 1	14. 5	22. 1
7. 4	15. 5	23. 2
8. 2	16. 1	24. 5
		25. 5

Helpful Tips to Score High
In Reading Comprehension & Paragraph Organization

Below are steps which prove useful in taking test in Reading Comprehension, both in English and in Filipino:

Step I: Read the whole selection quickly to get the main thought/idea.

Step II: Analyze each question asked in the selection, without minding the possible answer or choices given.

Step III: Reread and concentrate on the parts of the selection where the possible answers to the questions are found.

Step IV: Choose the correct answer from the choices given by having in mind the following:

a. The choice should be based on facts, not on a mere opinion. It should be well-expressed in the selection.;
b. When the question asks for... What is the best title or the main thought of the selection?, your choice should reflect the main idea of the story or paragraph;
c. Watch out for the tricky words and expression like generally, definitely, never, always, in all circumstances, etc. They usually destroy the accuracy of some apparently correct answers;

Step V: Remember the two aspects to reading skills, i.e.: speed and understanding what you read.

1. To read fast, avoid lip movements or whispering while reading silently. Read units/group of words, not word for word at a time.
2. To read fast with understanding/comprehension, look for the topic or key sentence. This sentence is usually a the beginning of the paragraph, sometimes at the end or is buried within the paragraph.
3. Practice using your finger as pacer to be able to read fast with understanding.

Step VI: The use of consequently, in addition to, hence, as a result of, therefore and alternatively indicates the ending of the paragraph.

While the following expressions indicate an emphasis to the Topic Sentence: additionally, moreover, furthermore, arguably and in addition to, they cannot be the Topic or Concluding Statement. It is very important to determine the Main idea or Topic of the paragraph. This will help in knowing the proper sequence of the statements in the whole paragraph.

PART I: READING COMPREHENSION

Direction: Each paragraph or quotation below is followed by several statements, one of which best summarizes the paragraph or quotation. Write the letter of your choice on the blank provided after the last exercise.

1. The failed July 27, 2003 mutiny was believed by many as a plan by the Magdalo Group as an attempt to stage a take over of government. It was viewed as a desperate attempt by the mutineers who were supported by influential and politically motivated men who financed the mutiny, according to the Feliciano Commission. The action was found to be unconstitutional as it violates both the Articles of War and the Revised Penal Code. Such act can lead to either Court Martial or Civilian proceedings or even both.

The best title for the above article is:

1. Failed Mutiny
2. Illegal Soldiers' Uprising
3. Coup d' etat
4. Articles of War and Punishment

Answer _____

2. The importance of breakfast for the young and the old cannot be underestimated. No hearty meal or snacks can take the place of this meal. The word "breakfast" is coined to break the fasting of from 5-8 hours of sleeping at night time. Studies have shown that a well-planned breakfast which is eaten assures the well-being of everybody for the whole day's work. Nutritionists conclude that children who start the day, eating the right food at breakfast, perform much better with school work. This holds true with adults as regards their performance in their work place. Even to those who watch their diet, a good breakfast cannery will substitute for succeeding heavy snacks and meals throughout the day. Hence, the adage: Eat breakfast like a king, eat lunch and dinner like a pauper.

The above selection supports the idea:

1. That breakfast has to be expensive.
2. That breakfast should be well-eaten.
3. That breakfast must be well-prepared and more importantly, be eaten before starting the day.
4. That breakfast is the right meal for the day.

Answer _____

3. The Roll on Roll off (RoRo) is also known as the moving bridges, the strong Republic Nautical Highway. It serves as bridges, which connects Luzon thru Visayas and Mindanao, carrying local tourists with their vehicles, loaded in the ship.

The RoRo dramatically reduces time and expenses of travel. The prices of commodities from the Visayas and Mindanao to Luzon will surely reduce, and inventories and costs of products will be better handled due to the reduced time and distance of travel realized.

Should advertisement for RoRo be improved to include: contacts regarding schedules and places of departure to and from Luzon (esp. Manila), the Visayas plus Mindanao, and the cost for loading A/C vans, etc., this more detailed information surely will encourage tourism and production of products in places frequently visited and produced respectively.

Likewise, a tourism guide or Information Center should be made available to guide tourist on how to reach their destination safely, where to go to reasonably prices inns or hotels and the tourist spots to see in the regions they want to see.

The best title for the selection would be:

1. An alternative way to see the Philippines' Best.
2. The RoRo is Here!
3. More ad is needed for RoRo to succeed.
4. The Highways at Sea.

Answer _____

4. With the events taking place now-a-days, the Philippines has earned her rightful place in the world, not only in Southeast Asia. The recent visit of US President George W. Bush, the firm start of President Gloria Macapagal-Arroyo to be the first Asian leader against terrorism and her initiative, calling on wealthy nations to support maritime regional security at the recently concluded APEC meeting plus the Philippine election to the powerful United Nations Security Council (highest UN policy making council) all contribute to making the Philippines a truly pillar of democracy.

The Philippines' peace and socio-economic growth will be realized if the "trapos" among politicians will work to support, not keep on criticizing or fighting government programs which aim top alleviate conditions to improve our conditions.

Why is there a need to support government efforts to be identified with APEC, U.N. etc. agenda?

1. because it will make the Philippines great among Asian.
2. because it is needed to fight terrorism, improve peace and commerce, tourism, etc.
3. because it prevents isolation.
4. because it is the trend.
5. because our leaders will realize that equity, tolerance, cooperation and justice are attainable to be able to achieve our own identity among nations.

Answer _____

5. In the world of globalization, the trade between 2 countries need not be balanced for each trade partner. Differing demands, productive capabilities and efficiency among countries will cause a specific country to have trade deficit or imbalance with some countries and surplus with other countries.

Which of the following conclusions best summarizes the passage above:

1. A country's trade will always be in balance even though it incurs a deficit with a single country.
2. A country's global trade balance indicates strengths or weakness.
3. A country's trade surplus balances its trade deficit with other countries.
4. A country's global trade balance is determined by its demand and productive capabilities.

Answer _____

6. Wages refer to the total earnings of a person for doing a certain kind of service in a given period of time. They are paid on an hourly basis or by the product of a piece rate; hence, the pay rate may be based on time, output, or even a combination of these two.

The paragraph states that-

1. Wages vary
2. Types of wages
3. Services are wage-oriented
4. Combination of wages is better.

Answer: _____

7. "Necessity is the mother of invention" is an old saying which holds water. A new machine, system or a device is created when there is a felt need for it. People will buy it especially if its reasonably priced. Hence, there is a potential market waiting for it. Consequently, more developed countries, spend so much to discover the satisfaction of man's insatiable quest for something to answer the felt need of man. Ironically, inventions are given impetus when the inventor no longer exist. However, at present, it is gratifying to note that more and more attention is given, especially by advanced countries where effects of inventions are focused on the benefits to humanity.

The paragraph stresses that-

1. A market demand for a product creates the invention and production of the product.
2. The product is an important commodity
3. People need new product for invention
4. A new device creates new invention

Answer: _____

8. An effective communication takes place when basic skills are present. The first is called the encoding skills, which are concerned with speaking and writing. The other skills are listening and reading and are called the decoding skills. Furthermore, the skill considered the highest form of mental process is reasoning. The absence of the ability to speak and write , listen and read, as well as the ability to think, prevent a person to communicate effectively.

The paragraph emphasizes the fact that- _____

1. In any communication process, speaker-listener relationship must be stressed.
2. Certain communication skills are essential in order to have better communication of ideas.
3. Without the ability to speak and write, listen and read, plus the ability to think through, o ne cannot communicate effectively.

Answer: _____

9. Credit and collection letters are written with the sensitive feeling of customers in mind. When the customer fails to pay his debt promptly, a simple form of collection letter is written as a simple reminder that payment is overdue. If no response was received, then a formal one is written, followed by a legal action threat as the final action.

The paragraph tells:

1. The need for writing credit and collection letter.
2. The customer who fails to remit payments.
3. How and when letters of credit and collection are made.
4. How not to be used for non-payment of credits

Answer:_____

10. Letters written about remittances, inquiries, replies, requests and acknowledgment of orders, are known as utility letters. Although they are part of the routine in an office, they should be made very clear, specific and in good taste. Errors made in billing or extra charges made on orders deserve a gracious apology and tact.

The paragraph acknowledges the fact:

1. The utility letters are used for some specific purposes.
2. That, although by nature a routine matter, utility letter is written for a definite purpose and with clarity, precision and tact.
3. That the office should have a utility letter form.
4. That several classes of letters can make up a utility letter.

Answer:_____

11. People from all walks of life and of all age levels show diversified behaviors at different stages. The very young occupy themselves with play and do activities from where they learn initial skills essential for mental, physical, social and emotional growth. The middle- aged group who are at the peak of life, make adjustive behaviors to works, to marriage and to parenthood. The senile group, who reaches the tapering off period and where life activities are about to finish off, amuse themselves in doing things with relaxation and in the company of their age group.

The paragraph reveals that....

1. People have different interests and activities at different stages in life.
2. People disagree to agree at different life stages.
3. People are alike in their life characteristics.
4. People are funny creatures.

Answer _____

12. It is fascinating to observe now people work with lightning speed and with zealousness when the prospect of vacation is clear. One notices how college students cram toward the end of the semestral work for the final exams and how players in the hardcourt work for the goal particularly at the last quarter of a game. The same spirit is evident when production output in factories is increased especially if the payday falls on a Friday.

The paragraph attest to the truth that....

1. Man works hard whenever he is paid well.
2. Man speeds up the completion of a task when a satisfying end is anticipated on.
3. Man can work hard whenever he desires.
4. Man needs a good vacation once in a while.

Answer _____

13. Why do most fathers prefer a son to a daughter for his first-born child? In an Informal interview with expectant fathers, most of them contend that a son in the family will perpetuate his name and will provide a ready substitute for him "in case something" happens. Others consider a son a source of good luck for a couple starting to have family. Many more reasons are given to justify partiality of parents to boys. But, the root cause of such sex preference is to be attributed to the fact that less boys are being born than girls in this world.

The paragraph implies that....

1. A father likes a son for a first-born child in the family.
2. Daughters are more difficult to take care of than boys
3. A father prefers a son to a daughter due to his self-conceited nature.
4. A father likes a son to perpetuate his name.

Ans._____

14. Teacher and parents may not be aware of it, but classrooms provide hazard to the lives of young children. Many of the so-called hidden classroom dangers take place in the science laboratories. It was reported by Walter R. Brown in his "Hidden Hazards in the Science Laboratory," that over 5,000 injuries to elementary pupils have taken place each year in the science laboratories. teachers thinking that all experiments and equipments prescribe in science classes are safe, is cited as the root cause of such accidents. Hence, the need to establish a safe approach to handling laboratory materials.

The paragraph implies that....

1. Most science laboratories are hazardous due to over-confidence of teachers using untested experiments and materials.
2. Most classrooms are dangerous nowadays.
3. Most science mentors are safety-conscious in the use of equipments and materials.
4. Handling of science equipments and experiments becomes vital in science teaching.

Ans._____

15. Millions of children in many parts of the world do not enjoy much of the basic necessities of life as others. Every single day, some boys and girls have to do back-breaking work only to get little covering for their body, a little food to fill their empty stomach and little water to quench their thirst. Neither do these kids have the time nor the energy left over to have a little knowledge of what others get from schools. Thanks to the UNICEF, more and more unfortunate kids are now being reached for the help they long deserve.

This paragraph shows that...

1. Millions of children are deprived of their basic needs.
2. Millions of children suffer malnutrition and poverty
3. The UNICEF is the answer to the sufferings of those millions of children.
4. The world is full of suffering children.

Ans._____

ANSWER KEY

1. 2	2. 2	3. 1	4. 4	5. 4	6. 1
7. 1	8. 2	9. 3	10. 2	11. 1	12. 2
	13. 3	14. 1	15. 3		

ENGLISH: PARAGRAPH COMPREHENSION AND ORGANIZATION .....

Direction: Determine which may be the best order in which the sentences should be arranged to result in a well-organized paragraph.

1. A. Now we shall do everything we can to enforce this law.
   B. In the struggle against crime, government and people should join hands.
   C. Republic Act 7659, the death penalty law is government's response in law against cruelty and heartlessness.
   D. The law's main objective is not retribution but reform and rehabilitation of offenders and would be offenders.
   E. All countries in the world are presently sieged by violent crime.

   1. CEBAD 2. EBCDA 3. CEDAB 4. ACEBD 5. CBEDA

2. A. Indeed, the real test of the pudding is in the eating.
   B. Pres. Gloria Macapagal-Arroyo is the Republic's 14th President.
   C. Her sincerity is being closely scrutinized in her day-to-day actuations.
   D. She emphasized no "palakasan, kamag-anak, kaibigan, etc." in running the affairs of the Presidency.
   E. She spelled out her government policies in her "State of the Nation Address."

   1. ADECB 2. ABECD 3. BEDCA 4. BCDEA 5. BDCEA

3. A. Today, Christmas cards come in various make-up and form.
   B. They come in pop-out, 3 dimensional form or even personalized.
   C. Whatever it says and in whatever form it looks, Christmas cards are important time tested cheerful greeting message to the one who sends and who receives it.
   D. Micro marketing of Christmas cards means to simply offer something during the holiday for cheers!
   E. Their forms make up for the price at which they are sold.

   1. CEBDA 3. CABED 5. ABCDE
   2. CEDBA 4. DECAB

4. A. Tagaytay is the destination for us who love nature.
   B. It provides an ideal picnic ground for outdoor lovers.
   C. Unfortunately, the place ends up abused by outdoor lovers who litter the place.
   D. It's a place which can be easily reached by a 2-hour drive from Makati City.

   1. CDAB 2. ADBC 3. CBDA 4. CABD 5. CADB

5. A. Talk, read, take time to bring your children to your place of work.
   B. Be the role model thru sharing your world with your kids. This provides them see the need for education and hard work.
   C. Time is the most precious thing parents can give their children.
   D. Giving children quality time promotes closer family ties.

   1. ACBD 2. DABC 3. BACD 4. DCBA 5. DBAC

6. A. How can the new social order, tempered with justice and reconciliation, short of cronyism and dynasty-building be realized?
   B. The effective result of people power is shown in the provision for the development of a responsible and law abiding citizens.
   C. The scenario of the bloodless revolution was likened to a new born baby.
   D. Reconciliation with justice means a milestone of abusive officials who are held responsible for injustice they committed in the past.
   E. There was gladness and hope but more importantly, the problem of providing for the development of the child.

1. CADBE 2. CBADE 3. CBDAE 4. CABDE 5. EBCDA

7. A. Dr. Mona Venzon, the doctor who wrote the article on Hepatitis B, warned all to give a little time now and save a lot later in medical expenses.
   B. She warned that the virus works slowly but dangerously attacks the liver.
   C. The news item on Hepatitis B came out in the newspapers.
   D. She encouraged everybody to have a part of their precious time for an appointment with their doctors

1. DCBA 2. BACD 3. DCAB 4. BADC 5. DBAC

8. A. Talk, read, take time to bring your children to your place of work
   B. Be the role model thru sharing your world with your kids. This provides them see the need for education and hardwork.
   C. Time is the most precious thing parents can give their children.
   D. Giving children quality time promotes closer family ties.

1. ACBD 2. DABC 3. BACD 4. DCBA 5. DBAC

9. A. It is a democratizing, equalizing element in a society.
   B. A person has the right to have a profession thru education.
   C. A good university education gives mobility and social status.
   D. It is a viable means to combat poverty and inequality.

1. ABCD 2. DCBA 3. BADC 4. CBDA 5. DBCA

10. A. Upon conviction, the guilty party is removed from office and the person can no longer occupy any public office.
B. The House Justice Committee checks for probable cause of the complaints against the high official
C. The Phil. Constitution states that the President, Vice President, the members of the Supreme Court and the Ombudsman may be removed from office by impeachment.
D. Impeachment is initiated only by a verified complaint for impeachment by 1/3 of all members of the House of Representatives.
E. The complaint is endorsed to the Senate.

1. ABCDE 2. ACBDE 3. CDABE 4. CBDEA 5. CABDE

11. A. Were you a part of the People Power at EDSA on January 10-16, 2001?
B. It ended bloodless and peacefully, although the emotion was very high.
C. The second People Power was called PP EDSA 2 and the major players were the youth, various non-government organizations (NGO's), urban poor, cause,-oriented groups and various Christian communities like Couple for Christ, etc.
D. Without the support and initiatives of Cardinal Sin and former Pres. Aquino, the Estrada Resign Movement could have failed.

1. ACBD 2. CBAD 3. CDBA 4. BACD 5. CDAB

12. A. Metro Manila is one of the 10 most polluted cities in the world according to a United Nation's study on environmental pollution.
B. The Government has passed laws such as the "Clean Air Act" and the "Ecological Solid Waste Management Act" to solve the meaning pollution problems.
C. Its pollution index in critical levels, respiratory diseases has affected almost 75% of the population.
D. By educating ourselves and get united in taking care of our environment can we lessen this menacing environmental catastrophe.
E. No matter how well are the laws being implemented if the citizenry themselves are indifferent to these problems, the laws will be an exercise in futility.

1. ABCDE 2. ACBED 3. ABDCE 4. BADCE 5. ACDEB

13. A. One sure way to improve the educational system is to employ competent teachers and improve their teaching skills.
B. Due to poverty, parents fail to send their children to school.
C. For lack of needed funds, teaching cannot be improved, infrastructure cannot be upgraded nor teaching aids can be purchased.
D. In most developing countries , poverty is a basic problem that causes social and economic problems.

1. DCAB 2. DBCA 3. DBAC 4. DABC 5. CBAD

14. A. The presence of American troops under the Mutual Logistics Support Agreement (MLSA) violates the Constitution.
B. Terrorism has become a threat to world peace especially that militant groups are spreading violence especially to those countries who are perceived to be friendly to America.
C. However, it is sad to note that as more and more money and energy are spent to achieve world peace, more threats surface in achieving this.
D. Vigilance, unity and cooperation should be undertaken to counter all those threats to world peace.

1. ABCD 2. ADBC 3. ACBD 4. ACDB 5. DBCA

15. A. Drug addiction has become one of the most meaning social problem affecting our country.
B. The passage of the "Comprehensive Drug Abuse Act of 2002" and the establishment of the Presidential Drug Enforcement Agency (PDEA), reinforces the government's resolve to combat this social menace.
C. This social menace has afflicted almost half of every 10 youth of our country and has undermined our country's very existence.
D. The whole nation should work hand in hand in educating our youth as to the evils of drug addiction.

1. ABCD 2. DBAC 3. ACDB 4. ACBD 5. ABDC

16. A. Segregate biodegradable and non-biodegradable items and the existence of resources recovery center for recycling.
B. Soda and bottled water companies and food manufacturers are encouraged to collect all tin cans, plastic bottles and styrophor for recycling.
C. The "zero waste" process is an ethical, economical and efficient way of looking at materials use that eliminates the concept of waste.
D. It includes phasing out of plastics, encourage use of environment-friendly materials, controlled dumping, chemical-free farming, water conservation and environmental awareness.

1. CDAB 2. CBAD 3. DCBA 4. CDBA 5. CBDA

17. A. Each community is a society with specific responsibilities in concept building.
B. The world is made up of several communities with different types of people.
C. Nations of the world have various objective concepts of their people qualities.
D. Developmental trends in political and economic aspect of human lives affect peoples self concept.

1. BCAD 2. DACB 3. ABCD 4. CADB 5. CDBA

18. A. Even retirees look for the right job when they feel soon out live their usefulness.
B. The tremendous boom in part-time employment provides hundreds of people profitable use of time.
C. The increase of employment agencies in the U.S.A. attests to this life quest.
D. People are in search of work which fits into their lives.

1. DCBA 2. ABCD 3. CBAD 4. BADC 5. ACDB

19. A. Choke with civilization's filth and wild water lilies, they become eyesores.
B. Rivers are fast becoming receptacles of human refuse.
C. There is need for the government to wash the rivers.
D. Instead of being a pleasure spot they are new considered a plague.

1. ABCD 2. BDAC 3. ADCB 4. DACB 5. ABDC

20. A. Telephone bills, SSS contributions, income tax payments etc. are received by most banks.
B. Many other forms of friendly persuasions are used by the banks to attract more patronage.
C. Observes at once how banks are out to "humanize" their operations.
D. Countless courteous operations are being offered to effect wholesome bank-customers relation.

1. BADC 2. CDAB 3. BDCA 4. ADBC 5. DBAC

ANSWER KEY

1. (2) EBCDA
2. (3) ABEDCA
3. (3) CABED
4. (2) ADBC
5. (3) CEDBA
6. (4) CABDE
7. (1) DCBA
8. (4) DCBA
9. (2) DCBA
10. (4) CBDEA
11. (3) CDBA
12. (2) ACBED
13. (2) DBCA
14. (1) ABCD
15. (3) ACDB
16. (4) CDBA
17. (1) BCAD
18. (1) DCBA
19. (2) BDAC
20. (2) CDAB

PARAGRAPH ORGANIZATION IN FILIPINO (Pagbuo ng Talataan)

DIREKSYON: ***Iayos ang pagkasunod-sunod ng mga pangungusap sa bawat bilang upang bumuo ng isang talatang nagtataglay ng malinaw at maayos na kahulugan.***

1. A. Ang Asia-Pacific Economic Cooperation (APEC) ay itinatag noong 1989 ng 18 member-nations.

   B. Ang APEC meeting noong 2004 ay ginanap sa Santiago, Chile.

   K. Bago ang taunang pagpupulong, nagkaisa na magdaos ng Ministerial meeting ang bansang host sa pagtitipon.

   D. Ang tuntunin (goals) ng APEC ay: malayang kalakalan, pagtutulungang pang-economiya, serbisyo, teknolohiya, atbp.

   1. ABDK 2. AKDB 3. BADK 4. BDKA 5. BKAD

2. A. Isinasagawa ng maunlad na bansa ang pagtulong at pagpapalakas ng balangkas ng kabuhayang-bansa.

   B. Kailangan ng mga bansang huli sa kaunlaran tulad ng Pilipinas na matamo ang kapanatagang kabuhayang bansa.

   K. Ang pagpaplano sa Kabuhayang Bansa ay kinikilalang tungkulin ng mga makabagong pamahalaan.

   D. Sa Pilipinas, tulad ng di mauunlad na mga bansa, ang pamahalaan ay pangunahing tanggapan sa pagpapaunlad.

   1. ADKB 2. ADBK 3. KABD 4. KDBA 5. DABK

3. A. Ang mga pananagutan sa batas ng isang tagapagtuos ay maraming kadahilanan.

   B. Tunay na kasiya-siya ang gayong pagtitiwala sa tagapagtuos.

   K. Ang tagapagtuos, kung gayon ay kinikilalang katiwala hindi lamang ng kapakanan ng mga sosyo kundi ng mga mamayang nakikipagkalakalan sa korporasyon.

   D. Ang mahalaga sa mga ito ay ang katotohanan na ngayon ay tiyak na hilig ng pangangalakal na malagay sa anyong korporasyon at hindi batay sa isang pangmamamayan o sa pagsasamahan ng dalawa.

   1. AKDB 2. ADKB 3. BKAD 4. KDAB 5. DABK

4. A. Ang tunay na pag-uri sa katangian ng isang hanapbuhay ay nasasalig sa katapatan sa isang mahigpit na batas ng kaasalang moral.

B. Ang kaasalang moral ay nasasalig sa kaisipang naglalayon na matamo ng lahat ng kinauukulan ang pinakamalaking biyaya at ang pagbubunsod ng mapayapang pag-uugnayan ng mga pagtuos.

K. Ang malaking bahagi ng propesyon ay nasasalig sa pagtupad ng mga tagapag-utos sa kanilang batas at moralidad.

D. Ang isang tao ay matatawag lamang na tunay na propesyonal batay sa uri ng kanyang moralidad.

1. ABKD 2. DABK 3. KBAD 4. KABD 5. BDKA

5. A. Ito ay parang ibon na maamo sa mga taong nagpapala sa kanya at mailap sa mga nagwawalang-bahala.

B. Tagumpay ang hangad ng bawat tao ngunit ang tagumpay nama'y di napakakamit sa lahat ng tao.

K. Sikap at tiyaga ang kailangan upang ito ay matamo.

D. Sino mang magkapalad na magkamit nito ay nagiging tampulan ng paghanga at nagsisilbing huwaran ng iba.

1. ABKD 2. AKBD 3. BAKD 4. BADK 5. KBAD

6. A. Si Dr. Jose Rizal sa pamamagitan ni Elias sa kanyang nobelang Noli Me Tangere ang nagsabi nito.

B. Kung pag-iisipang mabuti ang pangungusap, lalong titibay ang ating pagdakila sa ating pambansang bayani.

K. Hindi natin kinakailangan pang lumabas ng ating bahay, upang ang kanyang sinabi ay mapatotohanan.

D. Ang taong may isang salita ay isang dakilang nilikha.

1. DABK 2. BAKD 3. KADB 4. DAKB

7. A. Ngunit napakarami sa mga tao ang hanggang ngayo'y alipin hindi ng kanilang kapwa kundi ng salapi.

B. Nang dahil dito'y kayrami ng napahamak.

K. Tiyak na walang sino mang nagnanais maging alipin sapagkat ito'y nangangahulungang siya'y may panginoong dapat sundin sa lahat ng sandali.

D. Sino ang may nais maging alipin?

1. ABDK 2. AKBD 3. BKAD 4. DKAB 5. DAKB

8. A. Datapuwat sa kabila ng sinasabi sa bibliya na ang magpapakababa ay itataas at ang nagpapakataas ay ibababa, higit ang mapagmataas kaysa mapagkumbaba.

B. Ang pagpapakumbaba ay isang magandang katangian dapat taglayin ng bawat tao.

K. Tunay na napakaganda ng katangiang ito kaya ito'y nabanggit sa Banal na Kasulatan.

D. Maraming mga taong naniniwala na ang bibliya ay isang gintong aklat ng buhay.

1. ABKD 2. AKBD 3. DBKA 4. BKDA 5. KBAD

9. A. Sa isang paggibik lamang ng isang mamamahayag ang mga mamamayan ay bumalikwas at sumaklolo sa mga biktima ng gumuhong mga gusali sa Baguio at Cabanatuan.

B. Ang buong kagamitang kinakailangan sa pagliligtas ay buong-pusong ipinagkakaloob ng mga mayroon nito.

K. Dahil dito, nalaman ng daigdig na sila'y handang dumamay sa mga nangangailangan maging sila'y mga kababayan o mga banyaga man.

D. Ang naganap na lindol noong ika 16-ng Hulyo ay nagbunyag sa napakagandang katangian ng mga Pilipino.

1. ABKD 2. AKDB 3. KABD 4. DAKB 5. DKAB

10. A. Pag-ibig ang sanhi ng lahat ng pangyayari sa buong daigdig. Binaril si Rizal dahil sa pag-ibig niya sa bayan.

B. May digmaan dahil sa pag-ibig sa tinubuang lupa.

K. May mga naganap na krimen dahil sa pag-ibig sa sarili.

1. ABK 2. AKB 3. BKA 4. KAB 5. BAK

WASTONG SAGOT

1.) (5) BKAD 2.) (3) KABD 3.) (2) ADKB 4.) (3) KBAD
5.) (3) BAKD 6.) (1) DABK 7.) (4) DKAB 8.) (3) DBKA
9.) (5) DKAB 10.) (5) BAK

PART II: CLERICAL REASONING (Excercises on Clerical Procedures)

Direction: ***This exercise aims to familiarize you with some common clerical office procedures. Choose the correct answer from the choices given. The correct answers are found after the last exercise.***

1. If the following procedures are to be arranged in proper order, what will be the best order of arrangement for a receiving or purchasing clerk to do?

   a. inspect the goods being delivered
   b. request for the quotation/price of the goods ordered etc
   c. write a claim for damaged or shortage of delivery
   d. prepare the form for purchase order
   e. pay the goods that are ordered
   f. make a request for the goods, services or order

   1. ABCDEF
   2. FBDACE
   3. CEADBF
   4. ABDEFC
   5. BCDAFE

2. Which of the following is not a way to requisition a product?

   1. by filling up purchase order form
   2. by telephoning
   3. by writing
   4. by ordering through the sales representative
   5. by getting the product short of prior notice

3. To whom will the duty of ordering needed goods fall?

   1. purchasing clerk
   2. salesman
   3. receiving clerk
   4. manager
   5. accounting clerk

4. Which of the following is not a necessary document in an office?

   1. purchase invoice
   2. credit memorandum
   3. official receipt
   4. marriage license
   5. requisition voucher

5. The following except one are outstanding clerical abilities expected by a head of his employees. Which is the exception? 42

   1. willingness to work well with others.
   2. taking unnecessary leave of absence.
   3. taking responsibility on the assigned task
   4. 4. needing the least amount of supervision
   5. acquiring new procedures and techniques for the job.

6. Which of the following is not a term used in the filing process?

1. cross-referencing
2. coding
3. unit
4. decoding
5. indexing

7. All except one of the following are commonly used indexing systems. Which one is the odd?

1. directory
2. alphabetic
3. geographic
4. subject files
5. numeric

8. Which department in an office takes care of preparing the customers accounts to the company?

1. indexing section
2. ordering section
3. billing section
4. purchasing section
5. wholesale/retail section

9. If you were to handle an order of your company's merchandise from a customer, which of the following is not one of the things you will do?

1. prepare on voice of the order you received
2. note the customer and his address
3. carefully check the order
4. keep the enclosed payment in your custody
5. consult your head if some information are missing regarding orders.

10. Which documents indicate the returned items and deducted payment by a customer to your company?

1. circular
2. purchase invoice
3. letter of credit
4. credit document
5. sales invoice

ANSWERS

1. 2
2. 5
3. 1
4. 4
5. 2
6. 4
7. 1
8. 3
9. 4
10. 4

PART II: CLERICAL REASONING (Excercises on Clerical Procedures)

A. ALPHABETIZING

Direction: ***Below you will find rules in alphabetizing to guide you. These are followed by exercises to illustrate them. You are to select the right answer from the choices given at the right. Correct answers are found after the last test exercise.***

RULE I Words are alphabetized by their first letter in accordance with the Arrangement of these letters in the English alphabet.

Example:

A. lineage
B. exultation
C. proselyte
D. Muffler

choices

B A D C
D B A E C
D E C A B
E D C B A

Answer: 1. B A D C

Start:

1.

A. student
B. everybody
C. camera
D. Xerox
E. relative

choices

C B E A D
B C E A D
D A C E B
E C D A B

2.

A. loss
B. fall
C. break
D. arise
E. know

choices

D E B A C
D C B E A
B A E D C
D E A C B

3.

A. government
B. sovereign
C. monarchical
D. politics
E. oligarchic

choices

C E B A D
A C E D B
B A E D C
A C D E B

4.

A. zebra
B. dolphin
C. rhinoceros
D. tiger
E. alligator

choices

B A D C E
D B A C E
E B C D A
A D B C E

5.

A. eulogy
B. pony
C. juice
D. butcher
E. custom

choices

A B C D E
C D B A
E A B C D
D E A C B

RULE 2. The first letter of two or more names / words which are alike, are alphabetized and filed by the first letter, then by the second letter, then by the third letter, and so on.

Example:

B. definite
C. dissuade
D. disastrous
E. disperse
F. discrepancy

choices

B C E A D
C E A B D
D C E A B
D C E A B
A C E D B

Answer: A C E D B

6.

A. Aquino, Andres
B. Abes, Tomas
C. Alder, Romeo
D. Aaron, Luis
E. Antonio, Cris

choices

C E A B D
D B C E A
D C E A B
B A E C D

7.

A. Express
B. Expenses
C. Experience
D. Expedite
E. Experiment

choices

A B C D E
D B C E A
B A D C E
C E A B D

8.

A. gossip
B. gospel
C. goal
D. goat

choices

A B C D E
E A B C D
B E C A D

E. gowky

CDBAE

9.

choices

A. quiet
B. quick
C. quit
D. quite
E. quilted

DBEAC
EACDC
CEADB
BAECD

10.

choices

A. Mariano, Jose
B. Mariano, Felix
C. Marcial, Lino
D. Marcos, Carlos
E. Marquez, Elmer

BACDE
CDBAE
BCDEA
CDABE

RULE 3 - Two or more words/name which are hyphenated are alphabetized and filed as one word only.

Example:

A. Ever-green
B. Ever-glowing
C. Ever-eager
D. Ever-ready

Answer:

CBAD

11.

choices

A. twin-brothers
B. twin-sisters
C. twin-bees
D. twin-popsies
E. twin-houses

CAEDB
DCEBA
BEADC
ABCDE

12.

choices

A. semi-finalist
B. semi-annually
C. semi-critical
D. semi-abusive
E. semi-made-up

ABDCE
EADBC
DBCAE
BEACD

13.

A. Two-fifty
B. Two-quarter
C. Two-sixty
D. Two-eighth
E. Two-heaping spoons

choices

A D C B E
C E A B D
D A E B C
B E C D A

14.

A. Forty-Nineth Club
B. Forty-Six Dinners
C. Forty-Two Libbers
D. Forty-Niners
E. Forty-Millionaires Club

choices

E D A B C
A D C E B
B E A D C
E B A C D

RULE 4. Names which include titles of professions are alphabetized and filed based on the first letter of the title or by their names if, of the same titles.

Example:

A. Dr. Andres Belen
B. Atty. Jose Segovia
C. Solicitor Gen. Melong
D. Sir William

Answers

B A D C

15.

A. Brigadier-Gen. Jose Lagaso
B. Captain Teody Ramos
C. Lieutenant J. Espaldon
D. General Velasco
E. Sergeant Macapuno

choices

A B C D E
B A E C D
A B D C E
C E A D B

16.

A. Dr. Quijado, Norman
B. Dr. Santiago, Jose
C. Dr. Anacleto, Felix
D. Dr. Leon, Ben de
E. Dr. Forty, Lily

choices

C E A B D
D E B A C
C E D A B
A B C E D

17.

A. Ambassador Benjamin Ver
B. Assistant Manager Ding Lopez
C. President Abdul Sahib
D. President Joseph Estrada
E. Secretary F. Fadua

choices

E A B C D
A B D C E
C B D A E
A B C D E

18.

A. Atty. Madlang-awa B.
B. Atty. Magpayo, C.
C. Atty. Maximillan, S.
D. Atty. Milan, R.
E. Atty. Mead, J.

choices

C B E D A
A B C D E
B C D E A
D E B C A

19.

A. Diabetes
B. Dialogue
C. Dialysis
D. Diabolical
E. diameter

choices

E D C A B
A D B C E
B C A D E
A B D E C

20.

A. Sec. Ronaldo Zamora
B. Sec. Jose Pardo
C. Sec. Orlando Mercado
D. Sec. Serafin Cuevas
E. Sec. Estanislao Espiritu

choices

D A B E C
C E B A D
E B C A D
B C D A E
A D C B E

ANSWERS:

1. C B E A D
2. D C B E A
3. A C E D B
4. E B C D A
5. D E A C B
6. D B C E A
7. D B C E A
8. C D B A E
9. B A E C D
10. C D B A E
11. C A E D B
12. D B C A E
13. D A E B C
14. E D A B C
15. A B D C E
16. C E D A B
17. A B C D E
18. A B C E D
19. A D B C E
20. E B C A D

Tips to Score High in Case Filing

1. Names of persons can be filed correctly when

   1.1. You master the consecutive arrangement of the letters of the alphabet.

   Ex. A comes before B, C before D, E before F, etc.

   1.2. File of names of persons by surname, followed by first names.

   Ex. 1. Pangan, Reuben
   2. Santos, Roberto

   1.3. File names of persons with the same surnames, by first names:

   Ex. 1. Aposada, Bryan
   2. Aposada, Carlos

   1.4. File names of persons with the same surnames and first names by their middle initials:

   Ex. 1. Acuna, Jose F.
   2. Acuna, Jose M.

   1.5. File names of persons with the same names by the next letter, etc, of their names:

   Ex. 1. Apostol, Jose R.
   2. Apostol, Josefa R.
   3. Apostol, Josefino R.
   4. Apostol, Josephine R.

   1.6. File names of persons with compound words as:

   Ex. 1. De Leon, Miriam D.
   2. De Leon, Oscar C.
   3. San Jose, Cristino Z.
   4. San-Juan, Maribel F.
   5. Del Castillo, Rosa T.
   6. Del Mar, Ruben D.

PART II: CLERICAL REASONING (Excercises on Clerical Procedures)

Direction: ***Choose the correct ending/answer for each of the following statements of problem:***

1. Which one of the following does not fall under the major duties of an efficient office clerk?

   a. Getting acquainted with people
   b. Making letters
   c. Buying and requisitioning
   d. Operating the telephone switch board

2. Almost all business organizations require appointments to be made, attending to officer caller and promoting the company interest in general. In this regard, which of the following clerical moods should be observed in the office at all times?

   a. give immediate attention to people
   b. serve the Boss his morning coffee
   c. keep the file well organized
   d. attend to the cleanliness of the table

3. The telephone provides the rapid relay of communication from one office to another. A large part of a clerk's duty is to receive and give office messages through the phone. Which of the following should be practiced as regards telephone use?

   a. Answer the telephone after the third ring.
   b. Say "yes" as soon as the phone is picked up.
   c. Let the Boss pick up the ring.
   d. Identify the company and get the message.

4. Your company wants to requisition some goods from company A. Which of the following ways will you use to insure quick delivery of the ordered goods?

   a. send a letter via ordinary mail
   b. wait for the company salesman to arrive
   c. fill up a purchase order for the purpose, fax it to the company concerned.
   d. wait for the company to inquire about your order.

5. All the following items below except one is not found in a purchase order form. Which is the item?

a. name and address of the company vendor
b. name and address of the vendee
c. quantity of items ordered
d. vehicles used for the delivery of goods.

6. Which of the following forms is not the concern of a clerk in a business establishment?

a. stock room requisition
b. voucher for requisition
c. DECS Form 137
d. purchase order

7. Which one of the following responsibilities does not belong to a clerical worker in a company?

a. processing orders
b. billing buyers
c. typing and filing correspondence
d. providing customers with promotional sample of products

8. Order for company products made through phone calls should be received carefully in order to serve the customers. Which one of the following does not contribute to the customer's satisfactions?

a. Listen carefully to what the customer orders and jot them down carefully.
b. Repeat the information jotted down to be sure you got the order right.
c. Type the order in a sales invoice and send at once to the sales department
d. Consider the caller a nuisance.

9. All the following except one is associated with indexing. Which is this one?

a. Sophomoric
b. Numeric
c. Geographic
d. Alphabetic

10. In receiving an inter-office telephone calls, one of the following is definitely a proper procedure to do. Which one is this?

a. Answer the phone promptly and give your department
b. answer with "Hello" and wait until the other line sends the message
c. Get a ballpen and a memo pad, then answer the phone.
d. Engage the caller in a social talk, or send reply thru texting.

11. Which is preferable in addressing a correspondence for the Lady President of the Philippines?

a. Her Excellency President Gloria Macapagal-Arroyo
b. President Gloria Macapagal-Arroyo
c. Her Excellency Gloria Macapagal-Arroyo
d. President GMA

12. In addressing the Pope, which way is preferred?

a. Your Majesty
b. Your Excellency
c. His Excellency
d. Your Honor

13. The law which mandates use of Filipino in government office correspondence.

a. R.A. 336
b. Executive Order 336
c. Exec. Order 335
d. Adm. Order 338

14. Which one of the following is not a way of relaying information to various offices?

a. Department Order
b. Memorandum Circular
c. Department Memo
d. Order Form

15. Which is not an appointment given to a hiree in any establishment?

a. temporary
b. regular
c. emergency appointment
d. permanent- casual

ANSWERS:

1. d
2. a
3. d
4. c
5. d
6. c
7. d
8. d
9. a
10. a
11. a
12. b
13. c
14. d
15. d

A: Number Series and Sequence

1. 2/5 : 4/7 : 6/9 : 8/11 : _____
   1). 11/14 2). 10/13 3). 12/15 4). 10/15 5). 11/13

2. 1½ : 2 2/3 : 3¾ : 4 4/5 : _____
   1) 5 5/6 2) 5 4/5 3) 6 6/7 4) 4 5/7 5) 6 5/7

3. 2, 5, 4, 10, 6, 15, 8, _____, _____,
   1) 20, 10 2) 10, 20 3) 10, 10 4) 20, 20 5) 8, 10

4. 10, 5, 20, 10, 60, 30, 240, 120, 1200, _____, _____,
   1) 600, 400 2) 120, 600 3) 600, 7200 4) 1200, 7200 5) 120, 580

5. 10, 15, 9, 17, 8, 19, 7, _____, _____,
   1) 21, 7 2) 21, 6 3) 20, 6 4) 20, 7 5) 21, 23

6. 25, 23, 36, 34, 49, 47, 64, _____, _____,
   1) 62, 79 2) 60, 80 3) 62, 82 4) 60, 81 5) 62, 81

7. 721, 521, 711, 531, 701, 541, _____, _____,
   1) 691, 550 2) 690, 551 3) 692, 551 4) 691, 551 5) 691, 552

8. 148/450, 158/440, 168/430, 178/420, _____, _____,
   1) 188/410, 198/400 2) 188/400, 188/410 3) 188/400, 198/400
   4) 188/420, 188/430 5) 188/400, 198/410

9. 1.15, 2.25, 3.35, 4.45, _____,
   1) 5.15 2) 5.45 3) 5.50 4) 4.50 5) 5.55

10. 75, 125, 100, 175, 125, 225, _____, _____,
    1) 150, 275 2) 150, 250 3) 175, 275 4) 175, 250 5) 175, 265

11. 14, 15, 19, 20, 25, 26, 32, 33, _____, _____,
    1) 39, 42 2) 39, 40 3) 40, 41 4) 38, 41 5) 38, 40

12. 48, 48, 53, 43, 59, 37, _____, _____,
    1) 65, 30 2) 65, 31 3) 66, 36 4) 66, 31 5) 66, 30

13. .06, .08, .12, .06, .36, .04, _____, _____,
    1) 1.42, .02 2) 1.42, .0 3) 1.44, .04 4) 1.44, .02 5) 1.44, .0

ANSWER KEY AND SOLUTIONS

1. (2) numerator: n+2; denominator: n+2
2. (1) all numbers: n + 1
3. (1) even numbers: n + 2
4. (3) (10 x 2; n x 3, n x 4 .....)
   (5 x 2; n x 3, n x 4.....)
5. (2) (10 – 1); (9-1); (8-1)....
   (15 + 2); (17 + 2) ; (19 + 2).....
6. (5) 5
7. (4) 721-10; n – 10
   521 + 10; n + 10
8. (1) numerator: 148 + 10 : n + 10 : denominator: 450 – 10, n – 10
9. (5) 1.15; (n + 1.10)
10. (1) 1st – 3rd - 5th nos.... (n + 25); 2nd -4th -6th nos.... (n + 50)
11. (3) 1st -3rd -5th nos..... (n + 5, (n + 6), (n + 7).....
    2nd -4th -6th nos.... (n + 5), (n + 6), (n + 7)...
12. (5) 48 + 5 (n + 6, n + 7 .....)
    48 – 5 (n – 6, n – 7.....)
13. (4) (.06 x 2); (n x 2) : (.08 – 2); (n – 2)
14. (2) (78 – 8) ; (n – 8) : (45 + 8) ; (n + 8)
15. (1) 1st -3rd -5th nos.... adding more 0's
    2nd -4th -6th nos.... adding more 1's
16. (1) n + 1.5
17. (5) 3 12/19 + 1 1/1
18. (4) n + 200; n – 200
19. (5) each digit + 1
20. (2) each digit decreases by 1.
21. (2) (n + 5), (n + 6), (n + 7).....
22. (3) (-n x 4)
23. (1) (n + 110); (n – 110)
24. (1) every other letter of the alphabet from the beginning together with the other letters starting from the end.
25. (2) 1st and 3rd letters together, 2nd and 4th letters, 5th and 7th and so on and so forth.

Directions: Solve the following mathematical exercises.

1. 3 x 4 + 9 / 3 -8 / 4 = ?
   1. 13 2. 14 3. 15 4. 12
2. (4) (-6) + (12 x 3) = ?
   1. 10 2. 12 3. 14 4. 15
3. (-24) / (-6) = ?
   1. 2 2. 3 3. 4 4. 5
4. (-6) (5) = ?
   1. 1 2. 30 3. -30 4. -1
5. 81 / (-9) = ?
   1. 0 2. 9 3. -9 4. 12
6. -144 / (-12) = ?
   1. 12 2. -12 3. 1728 4. -1728
7. (3 √8) (3 √18) = ?
   1. 108 2. 107 3. -108 4. 105
8. 1 / 2 + 5 / 8 + 1 / 4 = ?
   1. 1 1/8 2. 1 2/8 3. 1 3/8 4. 1 ½
9. 8 5/6 + 7 5/2 + 6 2/3 = ?
   1. 22 10/12 2. 23 11/12 3. 22 11/12 4 24 11/12
10. 13 7/12 – 2 1/3 = ?
   1. 11 ¼ 2. 12 2/3 3. 1 ¾ 4. 11 ½
11. 44 ½ - 3 ¾ = ?
   1. 40 ¼ 2. 40 ½ 3. 40 ¾ 4. 40 2/3
12. 7 ½ x 1 2/3 = ?
   1. 12 2/5 2. 12 ½ 3. 12 1/3 4. 12 2/3
13. 36 5/12 + 24 2/3 = ?
   1. 61 3/12 2. 61 ½ 3. 61 1/12 4. 61 2/3
14. 8 1/10 – 6 3/5 = ?
   1. 1 ½ 2. 2 ½ 3. 1 1/5 4. 2 4/5
15. 7 ½ + 2 1/3 + 3 3/8 + 4 ¾ = ?
   1. 17 23/24 2. 16 23/24 3. 16 9/7 4. 17 2/3
16. Of the following, which is the greatest ?
   1. ¾ 2. 5/7 3. 6/9 4. 7/10
17. Simplify : [2 x 9 – 8 x (- 3)] / 6 + 15
   1. 4 2. 3 3. 2 4. 1
18. What is the quotient when .345 is divided by .5 ?
   1. .69 2. .65 3. .64 4. .67
19. Three-fourth of what number is twelve ?
   1. 14 2. 16 3. 15 4. 12
20. What is the value of a in the statement 3ab = 15 if b = 5?
   1. 3 2. 1 3. 2 4. 5

ANSWER KEY WITH SOLUTIONS

1. 1 $(3 \times 4) + (9/3) - (8/4)$
$12 + 3 - 2$
$15 - 2 = 13$

2. 2 $(-24) + 36 = 12$

3. 3 $-24 / -6 = 4$ dividing negative no. by a negative no. results in a positive quotient.

4 3 $-6 \times 5 = -30$ multiplying a negative no. by a positive no. yields a negative product.

5. 3 $81 / (-9) = -9$ dividing nos. having different signs yield a negative Quotient.

6. 1 $-144 / -12 = 12$ dividing nos. having same signs yield a positive quotient

7. 1 $(3 \times 3) + (\sqrt{8 \times 18})$
$9 \times \sqrt{144} = 9 \times 12 = 108$

8. 3 $\frac{4+5+2}{8} = \frac{11}{8}$ or 1 3/8
$(8/2 \times 1 = 4)$; $(8/8 \times 5 = 5)$; $(8/4 \times 1 = 2)$ 1. Look for the least common denominator (LCD); 2.divide the denominator of each fraction by the LCD and multiply with numerator and 3. having common denominator, add the numerators.

9. 3 $\frac{53}{6} + \frac{89}{12} + \frac{20}{3} = \frac{106 + 89 + 80}{12} = \frac{275}{12}$ or 22 11/12
1. convert mixed fractions to improper fractions
2. do the same process as in the preceding number
$(8 \times 6 + 5 = 53)$; $(12 \times 7 + 5 = 89)$; $(3 \times 6 + 2 = 20)$; LCD = 12
$(12/6 \times 53 = 106)$; $(12/12 \times 89 = 89)$; $(12/3 \times 20 = 80)$

10. 1 $\frac{163}{12} - \frac{7}{3} = \frac{163 - 28}{12} = \frac{135}{12}$ or 11.25 or 11 ¼
$(12 \times 13 + 7 = 163)$; $(2 \times 3 + 1 = 7)$; LCD = 12
$(12/12 \times 163 = 163)$; $(12/3 \times 7 = 28)$

11. 3 $\frac{89}{2} - \frac{15}{4} = \frac{178}{4} - \frac{15}{4} = \frac{163}{4} = 40.75$ or 40 ¾
$(2 \times 44 + 1 = 89)$; $(4 \times 3 + 3 = 15)$; LCD = 4
$(4/2 \times 89 = 178)$; $(4/4 \times 15 = 15)$

12. 2 $\frac{15}{2} \times \frac{5}{3} = \frac{5}{2} \times \frac{5}{3} = \frac{25}{2}$ or 12 ½
$(2 \times 7 + 1 = 15)$; $(3 \times 1 + 2 = 5)$ first convert mixed fractions to improper fractions

$(12/12 \times 437 = 437)$; $(12/3 \times 74 = 296)$

14. 1 $\frac{81}{10} - \frac{33}{5} = \frac{81 - 66}{10} = \frac{15}{10}$ or 1 5/10 or 1 ½
$(10 \times 8 + 1 = 81)$; $(5 \times 6 + 3 = 33)$; LCD = 10

(10 / 10 x 81 = 81); (10 / 5 x 33 = 66)

15. 1. $\frac{15}{2} + \frac{7}{3} + \frac{27}{8} + \frac{19}{4} = \frac{180}{24} + \frac{56}{24} + \frac{81}{24} + \frac{114}{24} + \frac{431}{24}$

(2 x 7 + 1 = 15); (2 x 3 + 1 = 7); (8 x 3 + 3 = 27); (4 x 4 + 3 = 19)
LCD = 24
(24 / 2 x 15 = 180); (24 / 3 x 7 = 56); (24 / 8 x 27 = 81);
(24 / 4 x 19 = 114)

16. 1. 1. ¾ = .7 = 75%
2. 5/7 = .71 = 71%
3. 6/9 = 2/3 = .67 = 67%
4. 7/10 = .7 = 70%

17. 3 = [2 x 9 – 8 x (- 3)] / 6 + 15
= [18 + 24] / 21
= 42 / 21
= 2

18. 1 = .345 / .5
= .69

19. 2 4 [¾ x =12] 4
$\frac{3x}{3} = \frac{48}{3}$
x = 16

20. 2 3ab = 15
3a(5) = 15
$\frac{15a}{15} = \frac{15}{15}$
a = 1

1. Write 3.4% as a fraction.
   1. 3.4 / 100
   2. 3.4 / 1000
   3. .34 / 100
   4. .34 / 1000
   5. 34 / 100

2. Write 3/4 % as a decimal.
   1. .75
   2. .075
   3. .0075
   4. .00075
   5. 7.5

3. The number missing in the series 6, 12, 20, 30, ? , 56, 72 is ?
   1. 38
   2. 42
   3. 44
   4. 48
   5. 52

4. If the following numbers are arranged in order from smallest to the largest, what will be the correct order ?
   a. 9 / 13 b. 13 / 9 c. 70 % d. 1 / .70
   1. bacd
   2. cbad
   3. cdab
   4. bdca
   5. acdb

5. 3 is 6 % of a certain number. What is the number ?
   1. 53
   2. 50
   3. 48
   4. 18
   5. 24

6. What is the average of 0.6 , 6.6 , 0.4 , and 2.4 ?
   1. 1
   2. 10
   3. 2 ½
   4. 2
   5. 12

7. What is the sum of $\sqrt{12} + \sqrt{27}$?
   1. $\sqrt{29}$
   2. $5\sqrt{3}$
   3. $3\sqrt{5}$
   4. $13\sqrt{3}$
   5. $7\sqrt{3}$

8. Find 65 % of 75 .
   1. 4.87
   2. 488
   3. 48.75
   4. 487.50
   5. 48.80

9. P25.00 is 20 % of what ?
   1. P1,250
   2. P125.00
   3. P128.50
   4. P120.00
   5. P500

10. 12 is 125 % of what number ?
   1. 9.6
   2. 8
   3. 9
   4. 10
   5. 8.6

11. What percent of 16 is 40 ?
   1. 2.5 %
   2. 2500 %
   3. 1 / 4
   4. 250 %
   5. 25 %

12. 1 ¼ subtracted from its' reciprocal is ?
   1. – 9 / 20
   2. .45
   3. 2.25
   4. 9 / 20
   5. – 1 / 5

13. What is the ratio of ¼ to 3/5 ?
   1. 1 : 3
   2. 3 : 20
   3. 5 : 12
   4. 3 : 4
   5. 5 : 4

14. What is the difference between $\sqrt{150}$ and $\sqrt{54}$?
   1. $3\sqrt{6}$
   2. $16\sqrt{6}$
   3. $\sqrt{96}$
   4. $6\sqrt{2}$
   5. $2\sqrt{6}$

15. One tenth is what part of three-fourths ?

1. 3 / 40
2. 1 / 8
3. 2 / 15
4. 15 / 2
5. 40 / 3

ANSWER KEY

1. 1
2. 3
3. 2 - (6+6=12+8=20+10=30+12=42+14=56+16=72)
4. 5 - a. 9/13=.69 ; c. 70%= .70 ; d. 1 / .70 = 1.42 ; b. 13/9 = 1.44
5. 2 - 6% X = 3 ; $\frac{.06X}{.06} = \frac{3}{.06}$

   X = 50
6. 3 - 0.6 + 6.6 + 0.4 + 2.4 = 10 / 4 = 2.5 or 2 ½
7. 2 - $\sqrt{12} = \sqrt{4}\sqrt{3}$ $\sqrt{27} = \sqrt{9}\sqrt{3}$

   $= 2\sqrt{3}$ $= 3\sqrt{3}$

   $2\sqrt{3} + 3\sqrt{3}$

   $= 5\sqrt{3}$
8. 3 - 75 x 65 / 100 = 4875 / 100 = 48.75
9. 2 - $\frac{.20X}{.20} = \frac{.25}{.20}$

   = 125
10. 1 - 125% = 1 ¼ or 5 / 4

    $= \frac{5X}{4} = 12$ $\frac{5X}{5} = \frac{12(4)}{5}$ $X = \frac{48}{5}$

    X = 9.6
11. 4 - $\frac{16X}{16} = \frac{40}{16}$

    X = 2 . 5 x 100 = 250%
12. 1 - 1 ¼ = 5/4 4/5 – 5/4 = $\frac{16 - 25}{20}$ = - 9 / 20

    (20 / 5 x 4 = 16 ; 20 / 4 x 5 = 25)
13. 3 - ¼ : 3/5 = ¼ / 5/3 = 5/12 or 5 : 12 LCD = 12
14. 5 - $\sqrt{150} = \sqrt{6}\sqrt{25} = 5\sqrt{6}$; $\sqrt{54} = \sqrt{6}\sqrt{9} = 3\sqrt{6}$

    $= 5\sqrt{6} - 3\sqrt{6} = 2\sqrt{6}$
15. 3 - 1/10 = X (¾) = 1/10 = 3X / 4 = 30X / 30 = 4 / 30 ; X = 2 / 15

PART III: QUANTITATIVE ANALYSIS AND NUMERICAL REASONING

Direction : ***Solve the following exercises. Correct answers are found after the last exercise.***

1. What is the average of A, B, C?
   1.) ABC/3 3.) 3(A+B+C)
   2.) (A+B+C)/.3 4.) ABC/A+B+C

2. Which of the following has the LEAST numerical value?
   1. 11/12 3. 5/7 5. 10/11
   2. 6/8 4. ¾

3. If 2 apples cost P25.00, how many apples can be purchased for P100.00?
   1.) 8 apples 3.) 2 dozens 5.) none of these
   2.) ½ dozen 4.) 1 ½ dozens

4. If 2 tablespoons = 1 liquid oz., and 5 tablespoons = 1/4 cup, then, How many liquid ounces are there in one cup?
   1.) 4 ounces 3.) 16 ounces 5.) none of these
   2.) 8 ounces 4.) 24 ounces

5. 2 is what percent of 5?
   1.) 25% 3.) 40% 5.) 45%
   2.) 38% 4.) 35%

6. Five (5) average office workers earn a total average monthly salary of P10,000. If the average monthly salary of two of these workers total P4,000.00 what is the average monthly income of each of the remaining three workers?
   1.) P 6,000.00 3.) P 2,500.00 5.) none of these
   2.) P 2,000.00 4.) P 4,000.00

7. Which of the following equation has the LEAST value?
   1. 6 + 3 x 3 3. 6 + 4 x 3 5. 6 x 3 + 4
   2. 6 x 4 + 3 4. 2 + 6 x 4

8. 3.54 is multiplied by 10 to the fifth power, what would be the value?
   1. 3.054 3. 305.40 5. 354,000
   2. 30.54 4. 35,400

9. If the short hand of the clock is at 4, what is the degree of its' angle?
   1. 90 3. 130 5. 110
   2. 120 4. 150

10. There are two numbers whose sum is 48. One of the numbers is greater by 6. What are the numbers?
   1. 23, 24 3. 22, 26 5. 20, 28
   2. 21, 27 4. 23, 26

11. Add: 17 5/8 + 21 ¾ = ?
1. 38 3/8
2. 39 3/8
3. 39 4/8
4. 38 4/8
5. 36 4/8

12. My uncle's weight is two times that of my nephew. My aunt's weight is half that of my nephew. What is the total weight of the three? Which of the following formulae will apply for the correct answer?
1. $x^3 + 2\ 1/2$
2. $½ + 3x$
3. $(2x) + (x) + (1/2x)$
4. $2x + ½\ x^2$

13. 2 3/4 of P100 is equal to
1. 6/4 x 100
2. 11/4 x 100
3. 11/4 + 100
4. 6/4 + 100
5. none of these

14. Which of the following fraction is > than 1/3?
1. 22/63
2. 15/46
3. 4/11
4. 33/98
5. 102/103

15. In 1 ½ hours, the minute hand of a clock rotates through an angle of how many degrees?
1. 60
2. 90
3. 180
4. 360
5. 540

16. When the fractions 2/3, 5/7, 8/11 and 9/13 are arranged in an ascending order, the result would be?
1. 8/11. 5/7, 9/13, 2/3
2. 5/7, 8/11, 2/3, 9/13
3. 2/3, 8/11, 5/7, 9/13
4. 2/3, 9/13, 5/7, 8/11
5. 9/13, 2/3, 8/11, 5/7

17. ADD: 48.63 + 96.28 + 436.45 + .2385 = ?
1. 581.60
2. 581.5985
3. 581.5990
4. 581.5986
5. 581.59

18. 15 is 20% of what number?
1. 75
2. 78
3. 80
4. 70
5. 72

19. 7 is 5 percent of what number?
1. 120
2. 125
3. 145
4. 140
5. 150

20. The ratio of two numbers is 5 : 3 and their difference is 20. What are the numbers?
1. 50, 30
2. 55, 35
3. 40, 60
4. 45, 65
5. 50, 70

21. The ratio of two numbers is 16 : 33. The larger number is 264. What is the smaller number?
1. 131
2. 130
3. 129
4. 128
5. 127

22. ¾ of 100 is equal to 5 times what number?
1. 10
2. 75
3. 25
4. 5
5. None of these

23. What is the smallest positive number which, when it is divided by 3, 4 or 5, will leave a remainder of 2?
1. 42
2. 22
3. 62
4. 122
5. 182

24. Which of the following number has the largest numerical value?
1. (3 + 3 + 3) to 3rd power
2. (3 x 3) to 3rd power
3. (4 x 3 x 3) to 2nd power
4. 3 cube + 3 square
5. (3 X 3) square

25. Eight percent of 36 is 72 % of what number?
1. 2.06
2. 2.88
3. 3.24
4. 4
5. 40

26. Which of the following has the greatest value?
1. 6/10
2. 8/12
3. 17/24
4. 9/14
5. 7/9

27. If 25% of 50% of 80 is 10, then 1/4 of 5/10 of 80 is
1. 40
2. 20
3. 15
4. 10
5. none of these

28. What number is 35 more than 70?
1. 105
2. 135
3. 170
4. 185

29. The number is 15 less 7; when added to ten, what will the number be?
1. 28
2. 18
3. 17
4. 15

30. What is -2 + (-3.1) + (-.02)?
1. -.512
2. 5.012
3. 0.512
4. -5.12
5. -5.012

ANSWER KEY WITH SOLUTIONS

1. (2)
2. (3) : 11/12=.916; 6/8=.75; 5/7=.714; ¾=.75; 10/11=.909
3. (1) : P25.00/2=P12.50 @ ; P100.00/P12.50 = 8
4. (5) : ¼ cup = 5 tbs. : 4(1/4) = 5(4) 1 oz = 2 tbs
   4/4 = 20
   1 = 20 tbs./2tbs
   = 10 oz.
5. (3) : 5(X) = 2; 5X/5 = 2/5; X = .40 (100)
   = 40%
6. (2) : P10,000 / 5 = P2000 per person ; P10,000 – P4000 = P6000 / 3 = P2000
7. (1) : (1) 15 (2) 27 (3) 18 (4) 26 (5) 22
8. (5) : 10 to the 5th power = 100,000; 100,000 x 3.54 = 354,000
9. (2) : 3 hrs = right angle at 90 degrees/3 hrs = 30 deg./hr.
   4 hrs = 90 deg. + 30 deg. = 120 degrees.
10. (2) : x=1st number x + (x+6) = 48 1st no. = 21
   x+6 = 2nd number 2x = 48 – 6 2nd no. = 21 + 6 = 27
   2x = 42/2
   x = 21
11. (2) : 1. convert mixed fraction to improper fraction:
   17 5/8 = 141/8; 21 ¾ = 87/4
   (8x17+5) = 141; (4x21+3) = 87
   2. Use least common denominator (LCD) and add numerators:
   141 + 87 / 8 = 315 / 8 = 39 3/8
12. (3) : Let X = weight of nephew; 2X = uncle's weight; 1/2X = aunt's weight
13. (2) : convert mixed fraction to improper fraction: 2 ¾ = 11/4 x 100
14. (2) : 1/3=.333; 22/63 = .349; 15/46 = .326; 4/11 = .363; 33/98 = .336;
   102/303 = .336 : 15/46 > 1/3
15. (5) : 1 hr. = complete rotation = 360 degrees; ½ hr. or 30 minutes =
   360 degs. /2 = 180 degs.
   1 ½ hrs. = 360 + 180 = 540 degs.
16. (4) : 2/3 = .666; 9/13 = .692; .5/7 = .714; 8/11 = .727

17. (2) :

18. (1) : $20X / 100 = 15/1$; $20X = 1500 / 20$
$X = 75$

19. (4) : $5 / 100 = 7 / X$; $5X = 700 / 5$
$X = 140$

20. (1) : Let n = common factor
$5n - 3n = 20$
$2n = 20 / 2$
$n = 10$

$5(10) - 3(10) = 20$
$50 - 30 = 20$
$20 = 20$

21. (4) : Let n = common factor
$33n = 264 / 33$
$n = 8$

$16n = 33n$
$16(8) = 33(8)$
$128 = 264$

22. (5) : ¾ of 100 = 75 ; $75 = 5X$; $75/5 = X/5$
$15 = X$

23. (3) : smallest positive number that could be divided by 3, 4 and 5
$3 \times 4 \times 5 = 60$

24. (3) : 1. 729; 2. 729; 3. 1296; 4. 36; 5. 81

25. (4) : $72\%X = 8\%(36)$: $72\%X = 2.88$
$.72X = 2.88 / .72$
$X = 4$

26. (5) : 1. 6/10=.6; 2. 8/12=.66; 3. 17/24=.70; 4. 9/14=.64
5. 7/9=.77

27. (4) : Let $X = 5/10(80)$; $X = 400/10$ ¼ (5/10)(80)
$X = 40$ ¼ (40)
= 10

28. (1) : Let X = the number; $70 + 35 = 105$

29. (2) : Let X = the number; $X = (15 - 7) + 10$
$X = 18$

30. (4) : adding nos. with the same sign: the sign of the sum is the same as the sign of the nos. being added.

A. Problem - Solving

1. Josef Raymund purchased a lawn mower which was sold at 20% discount. He paid Php 14,800.00 for the lawn mower. How much was the original price of the law mower ?

1. Php 18,250 2. Php 18,565 3. Php 18,500 4. 18,575

Let X = original price of the lawn mower
20% = discount given Php 14,800.00 = net price paid

$$X - .20X = \text{Php } 14{,}800.00$$
$$\frac{.80X}{.80} = \text{Php } \frac{14{,}800.00}{80}$$
$$X = \text{Php } 18{,}500.00$$

P 18,500 .20 (P 18,500) = P 14,800
P 18,500 – P 3,700 = P14,800
P 14,800 = P 14,800

2. Ruth is paid P 17,000 for a regular 40hr. week. Up to 40 hours, she is paid at the regular hourly rate. For overtime of more than 40 hrs, she receives 1 ½ times as much as the regular hourly rate. How many hours did she work during a particular week when she earned about P 24,650.00 ?

1. 48 hrs 2. 52 hrs 3. 55 hrs 4. 54 hrs

Ruth's regular rate per hour. = P 17,000 / 40 hrs = P 425.00 per hr.
Ruth's overtime rate per hour: Regular rate x 1.5 = P 425.00 x 1.5 = P 637.50
Ruth's overtime pay: P 24,650 – P 17,000 = P 7,650
Ruth's overtime pay per hour: P 7,650 / P 637.50 = 12 hrs
Regular work week + overtime : 40 hrs + 12hrs = 52 hrs.

3. A stationery pad that sells for P 18.50 can be bought for P 150 when a dozen pads are purchased at one time. What is the savings per pad, in pesos, when the pads are purchased by the dozen?

1. P 6.95 2. P 6.50 3. P 6.75 4. P 6.00

P 150.00 / 12 = P 12.50 per pad P 18.50 – P 12.50 = P 6.00

4. On the day of the school concert, 500 tickets were sold. The students paid P150 each while non-students paid P200 each. If the total of P85,000 was collected, how many non-students attended?

1. 250 2. 230 3. 260 4. 200

Money collected = P85, 000 # of tickets sold = 500 tickets
Let X = number of students Let Y = number of non-students

$$X + Y = 500$$
$$150X + 200Y = P\ 85{,}000$$

$$(X + Y = 500)\,150$$
$$150X + 200Y = 85{,}000$$

$$150X + 150Y = 75{,}000$$
$$150X - 200Y = 85{,}000$$
$$-50Y = 10{,}000$$
$$Y = 200$$

check: $X + 200 = 500$
$X = 500 - 200$

$X = 300$

5. A faucet filled a 315 gallon tank in 9 hrs. Later, the tank suffered a crack at the bottom and started leaking at the rate of 6 gallons/hr. How long will it take the faucet to refill the emptied tank?

1. 11 hrs and 29 mins 2. 11 hrs 3. 10hrs and 48mins 4. 13 hrs

$315/9t - 6/1 = 315$

$35T - 6T = 315$
$29T/29 = 315/29$
T = 10 hrs and 89 mins
= 10 hrs and 1 hr and 29mins
= 11 hrs and 29mins

6. Josef Raymund divided his estate among his three children: Joe, Ray and Sef in the ratio of 3 : 2 : 2. If Sef received the amount of P 2.85M, what was the total estate?

1. P 10M 2. P 9.975M 3. P 9.5M 4. P 9.9M

P 2,850,000 / 2 = P 1,425,000

Joe : 3 (P1,425,000) = P 4,275,000
Ray: 2 (P1,425,000) = P 2,850,000
Sef : 2 (P1,425,000) = P 2,850,000
Total = P 9,975,000

7. The Del Rosario family's monthly income is P25,000. The family spends 30% for food, 20% for rentals, 10% for clothing and 16% for miscellaneous. How much is saved in peso value?

1. P6,520 2. P6,250 3. P6,000 4. P6,400

solution: 30% + 20% + 10% + 16% = 76%
P25,000 x 76 / 100 = P1,900,000 / 100 = P19,000
P25,000 – P19,000 = P6,000

8. A motorcycle covers 225kms in 2 ½ hrs. How far can he go in 1 ¾ hrs?

1. 158 kms 2. 157.5 kms 3. 150 kms 4. 165 kms

solution: $\frac{225 \text{ kms}}{N} = \frac{2.5 \text{ hrs}}{1.75 \text{ hrs}}$

2.5hrs. N = 225 (1.75)
$\frac{2.5\text{hrs}N}{2.5} = \frac{393.75}{2.5}$
N = 157.5 kms

9. One way plane fare from Manila to Davao is P5,200. How many round trip tickets can be purchased with the amount of P104,000?

   1. 11 2. 10 3. 12 4. 9

   solution: P5,200 x 2 = P10,400 round trip fare
   P104,000 / P10,400 = 10 round trip tickets

10. Mr.Sison left his house at 7:00am and drove his car at 50kph. He rested for half an hour. What time will he reach his destination which is 600kms away?

    1. 7:30pm 2. 7:00pm 3. 8:00pm 4. 8:30pm

    solution: speed = distance / time

    $$\frac{ST}{S} = \frac{D}{S}$$

    T = D / S T = 600 / 50 T = 12 hrs + 30 mins (rest time)
    T = 7:30 pm

11. Ruth bought 55 copies of Phil. History and paid a total of P3,850.00. If she buys 3 copies more of the same book, how much will she pay in all?

    1. P4,060 2. P4,260 3. P4,160 4. P4,150

    Solution: P3,850 / 55 copies = P70.00 per copy.
    P70.00 x 3 more copies = P210.00
    P3,850 + 210.00 = P4,060 tot. cost for 58 books

12. A manufacturer finds that 150 pieces of pens are defective and unsuitable for sale. If the defective pens are equivalent to three percent of the production, how many pens are being produced?

    1. 5;100 2. 4,990 3. 5,000 4. 5,150

    Solution: Let X = no. of pens produced
    3% = percentage of defective pens in proportion to production
    150 = no. of defective pens

    3%X = 150 ; 3% X = 150/3% or 150/.03
    X = 5,000

13. Timmie owns 40% of the stock in Millennium Traders, Inc. Josef owns 15,000 shares. Bernice owns all the shares not owned by Timmie nor Josef. How many shares does Timmie own if Bernice has 25% more shares than Timmie?

    1. 45,000 shares 2. 50,000 shares 3. 60,000 shares 4. 75,000 shares

Solution: Timmie = 40% of Millennium Traders
Bernice = owns 25% more than Timmie's share in the Company
= 1.25% x 40% or .5 or 50% of Millennium
Josef = owns shares neither owned by Timmie nor Bernice
= 100% - 40% - 50% = 10%
If Josef owns 10% of Millennium equivalent to 15,000 shares,

then: Let X = total number of shares of Millenium
10 % X = 15,000 / .10
X = 150,000 thus : Timmie owns : 40% x 150,000
= 60,000

14. Mang Lorenzo, a gardener, can mow a lawn in 3 hrs. After 2 hrs. it rained and he stopped moving the lawn. In the afternoon, Aling Tina, completed the rest of the work in one hour and 30 minutes. How long would it take Aling Tina to mow the lawn by herself?

1. 1 hr and 30 mins. 2. 2 hrs and 22 mins. 3. 2 hrs 4. 2 hrs and 30 mins.

Solution: Part of work done = $\frac{\text{time actually spent working}}{\text{time required to accomplish work}}$

Let X = # of hours it would take Aling Tina to mow the lawn by herself.
Mang Lorenzo = 2/3 of the work done in 2 hrs.
Aling Tina = 1 ½ hrs to finish the rest of the work. 3/2 or 1 ½
= 3/2X = part of the work done by Aling Tina
= 2 / 3 + 3 / 3X = 1
3/2X = 1/3 / 3/2
X = 2/9 or 2.22

15. A couple wants to have only four children so spaced that the first is older than the second by 2 years, the second older than the third by three years, the third older than the fourth by 4 years. If their plan is realized, how old will the eldest child be when the youngest is nine years old?

1. 18 yrs. Old 3. 16 years old 5. 18 years old
2. 9 yrs. Old 4. 17 years old

Solution: Let X = age of the eldest by the time the youngest is 9 yrs. Old
2 + 3 + 4 = tot. no of years.
9 = tot. no. of age difference.
If the youngest would be 9 years old, adding the no. of age
Difference: X + 9 years = 18 years old
Youngest = 9 years old
2nd to the youngest = 9 + 4 = 13
2nd eldest = 13 + 3 = 16
Eldest = 16 + 2 = 18

20. A Department store had a Megasale of Jackets at the ff. prices?

a. P395.00 jackets reduced to P300.00
b. P685.00 jackets reduced to P580.00
c. P995.00 jackets reduced to P890.00
d. P1,450.00 jackets reduced to P1,250.00

which group of jackets was offered at the greatest rates of discounts from its original price?

a. 24%
b. 15%
c. 10%
d. 15%
e. 25%

SOLUTION: P395.00 - P300.00 = P95.00 difference

A. $\frac{95.00}{395.00} = .24 \times 100\% = 24\%$

B. P 685.00 - P580.00 = P 105.00/ 685.00 $= .15 \times 100\% = 15\%$

C. P 995.00 - P 890.00 = $\frac{P\ 105.00}{995.00}$ $= .10 \times 100\% = 10\%$

D. P 1,450 - P 1,250 = $\frac{P\ 200.00}{1,450.00}$ $= .13 \times 100\% = 13\%$

A. PROBLEM SOLVING:

1. What part of an hour elapses between 11.50 am and 12.14 pm ?
   1. 2 / 5
   2. 7 / 30
   3. 17 / 30
   4. 1 / 6
   5. 1 / 4
2. A motion was passed by a vote of 6 is to 4. What part of votes cast were in favor of the motion ?
   1. 6/10
   2. 6/4
   3. 4/6
   4. 4/10
   5. 3/2
3. If three miles is equivalent to 4.83 kilometers, then 11.27 kms. is equivalent to how many miles ?
   1. 2 1/3 miles
   2. 7 1/3 miles
   3. 5 miles
   4. 7 miles
   5. 6 ½ miles
4. Evergood Systems employs 115 people. During the low season, it laid off 20% of its' employees. By what percent must the company increase its' manpower to return to full capacity ?
   1. 20%
   2. 22%
   3. 23%
   4. 25%
   5. 30%
5. Goldtown Books offers 2006 World Almanac marked at P2, 450.00 less discounts of 10 % and 5 %. Another bookstore offers the same book but with a single discount of 15 %. How much does the buyer save by buying at the best price ?
   1. P12.25
   2. P12.50
   3. P 12.00
   4. P10.50
   5. P15.00
6. Josef travels a distance of 20 kilometers at 60 kms. per hour (kph) and then returns over the same route at 40 kph. What is his average rate for the round trip in kms. per hour ?
   1. 50 kms.
   2. 48 kph
   3. 47 kph
   4. 46 kph
   5. 45 kph.
7. Mr. Mondragon took his four children to the trade exhibit. The total cost of their admission tickets was P135.00. Mr. and Mrs. Santos and their six children had to pay P 220.00. What was the cost of an adult ticket and that of a child's ticket ?
   1. P 35.00 & P 25.00
   2. P 25.00 & P 35.00
   3. P 24.00 & P 35.00
   4. P 35.00 & P 28.00
   5. P 40.00 & P 30.00
8. Tim and Bernice both have part time jobs. Last week, Tim worked 8 hours and Bernice, 5 hours and both of them earned a total of P800.00. This week, Bernice worked 12 hours and Tim, 4 hours and they earned a total of P1,250.00. How much is Tim's hourly rate ?
   1. P 48.00
   2. P 49.50
   3. P 44.08
   4. P 44.50
   5. P 45.00
9. What is Bernice' hourly rate ?
   1. P 89.90
   2. P 89.00
   3. P 88.75
   4. P 89.47
   5. P 89.50

10. If X is located on line segment AB and point Y is located on line segment CD. If AB = CD and AX > CY, then :
    1. XB > YD
    2. AX > XB
    3. XB < YD
    4. AX < XB
    5. AX > AB

11. If W > X, Y < Z and X > Z, then, which of the following equation must be true ?
    1. W > X > Y > Z
    2. W > X > Z > Y
    3. X > Z > Y > W
    4. Z < Y < X < W
    5. Z < X < Y < W

12. The number of degrees through which the hour hand of a clock moves in two hours and 12 minutes is ?
    1. 66 degrees
    2. 72 degrees
    3. 126 degrees
    4. 732 degrees
    5. 792 degrees

13. Fatima is 15 years old. Bernice. Bernice is one-third older. How many years ago was Bernice twice as old as Fatima ?
    1. 3
    2. 5
    3. 7.5
    4. 8
    5. 10

14. Mel is 67 years old. His son Jay is 29 years old. In how many years will Jay be exactly half his father's age ?
    1. 6
    2. 7
    3. 8
    4. 9
    5. 10

15. The Marcopper Mining Company has 3,900 workers. Only 3% are non-union members. How many workers then are members?
    1. 3750 2. 3760 3. 3720 4. 3738

solution: 3,900 x 3 / 100 = 11,700 / 100 = 117 are non-union members
3,900 - 117 = 3738 are union members

16. A painter can finish painting 25 desks in 6hrs. How many desks can be painted from 6am to 9pm?
    1. 60 2. 63.5 3. 62.5 4. 65

solution: 6am to 9pm = 15hrs

$$\frac{25}{N} = \frac{6}{15} = \frac{6N}{6} = \frac{375}{6}$$

$$N = 62.5$$

17. The average of four numbers is 28. If three of the four numbers are 18, 28 and 36, what is the fourth number?
    1. 32 2. 30 3. 35 4. 34

solution: 18 + 28 + 36 = 82

28 = x / 4 4(28) = X
112 = X

112 – 82 = 30 is the 4th number

18. What is the difference in elevation between the top of a mountain 8,520 feet above sea level and a point in a valley 253 feet below sea level?
    1. 8777 2. 8700 3. 8773 4. 8774

    solution: 8520 - (-253) = 8,520 + 253 = 8773

19. If there are three microscopes for every four medical students, how many microscopes are needed for 44 students?
    1. 42 2. 33 3. 40 4. 30

    solution: $\frac{4}{44} = \frac{3}{N}$ $4N = 3(44)$ $\frac{4N}{4} = \frac{132}{4}$

    $N = 33$

20. What is the value of a in the statement 3ab = 15 if b = 5?
    1. 1 2. 0 3. 2 4. .5

    solution: 3 ab = 15 3ab (5) = 15 $\frac{15a}{15} = \frac{15}{15}$

    $a = 1$

ANSWER KEY WITH SOLUTIONS

1. 1 : 10 minutes by noon and 14 minutes after noon makes a total of 24 minutes. 1 hr = 60 mins. 24 mins. / 60 mins = 2 / 5 hr.

2. 1 : For every 6 votes in favor, 4 votes were against. 6 votes out of 10 votes were in favor of the motion.

3. 4 : $\frac{3}{4.83} = \frac{X}{11.27} = \frac{4.83X}{4.83} = \frac{33.81}{4.83} = X = 7$ miles

4. 4 : 20 % = 1/5 manpower after lay-off : 20% x 115 = 23 people laid off.
   : 115 - 23 = 92 pax employed

   to return to full capacity : 23 / 92 = .025 x 100 = 25 %

5. 1 : Goldtown Bookstore: P 2,450 x 10% = P 245.00
P 2,450 - P 245.00 = P 2,205
P 2,205 x 5% = P 110.25
Total Discount: P 245.00 + P 110.25 = P 355.25
Net Price : P 2,450.00 - P 355.25 = P 2,094.75

Bookstore B : P 2,450.00 x 15% = P 367.50
Net Price : P 2,450.00 - P 367.50 = P 2,082.50

: P 2,094.75 - P 2,082.50 = P 12.25

6. 2 : Average rate = $\frac{\text{total distance}}{\text{total time}}$

total distance = 20 kms + 20 kms = 40 kms

time = $\frac{\text{distance}}{\text{rate}}$

time for the first trip : 20 kms / 60 kph = 1 / 3 hr.
time for 2nd trip : 20 kms / 40 kph = 1 / 2 hr.
total time : 1/3 + ½ = 5/6 hr. (LCD = 6)

Average rate : $\frac{40}{5/6}$ or 40 (6/5) = $\frac{240}{5}$ = 48 kms. per hr.

7. 1 : Let X = cost of an adult ticket ; Let Y = cost of a child's ticket
For Mr. Mondragon : X + 4Y = P 135.00
For Santos Family : 2X + 6Y = P 220.00
1st equation : X = 135 – 4Y
2nd equation : 2 (135 – 4Y) + 6Y = 220
: 270 – 8Y + 6Y = 220
: - 8Y + 6Y = 220 – 270
: $\frac{-2Y}{-2} = \frac{-50}{-2}$
: Y = 25

Substitution : X + 4(25) = 135
X + 100 = 135
X = 135 – 100
X = 35

2(35) + 6(25) = 220
70 + 150
220 = 220

8. 3 : Let X = Tim's hourly wage rate; Let Y = Bernies hourly wage rate
For the 1st week : 8X + 5Y = P 800
For the 2nd week : 4X + 12Y = P 1250

Solution:

$$8X + 5Y = 800$$
$$-2(4X + 12Y = 1250)$$
$$8X + 5(89.75) = 800$$
$$8X + 447.35 = 800$$
$$8X = 800 - 447.35$$
$$\frac{8X}{8} = \frac{325.65}{8} \qquad X = 44.08$$

$$8X + 5Y = 800$$
$$-8X - 24Y = -2500$$
$$\frac{-19Y}{-19} = \frac{-1700}{-19}$$
$$Y = 89.47$$

9. 4 : see # 8 solution

10. 3 : A_____X____B : C_____Y_____D
If unequal quantities are subtracted from equal quantities, the results are <u>unequal</u> on the same order.

11. 2 : The 1st and 3rd statements assert that W > X and X > Z, therefore, W > X > Z.
The 2nd statement says that Y < Z, thus, W > X > Z > Y

12. 1 : 12 hrs = 360 deg. ; 1 hr = 360 deg / 12 hrs = 30 deg / hr or ½ deg / min.
2 hrs = 30 deg x 2hrs = 60 deg.
12 mins = ½ deg./min x 12mins = 6 deg.
2 hrs at 60 deg. + 12 mins at 6 deg = 66 deg.

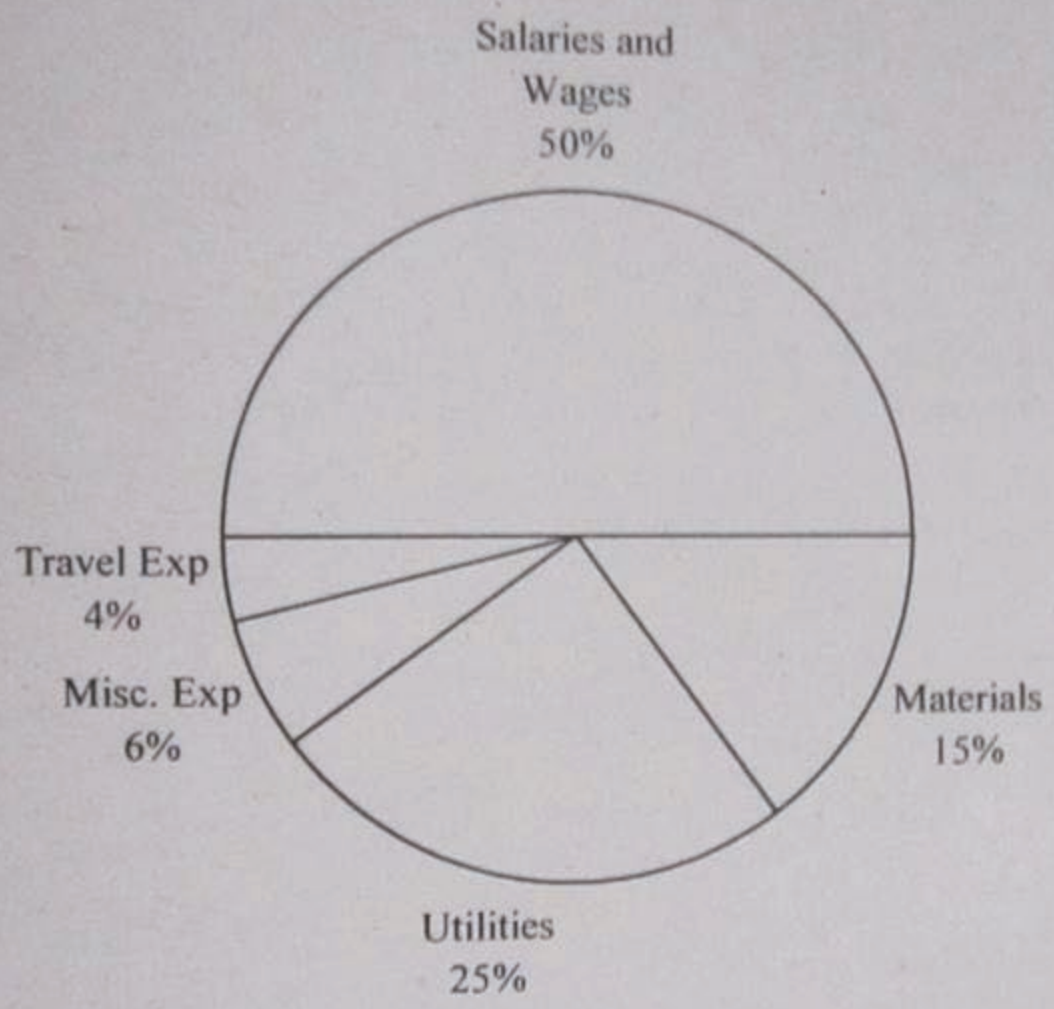
13. 5 : Let A = Fatima's age : Let B = Bernice's age
A = 15 yrs old
B = 15 + 1/3 (15)
= 15 + 5 = 20 yrs old
15 - N = Fatima's age # of years ago
20 - N = Bernice's age # of years ago
(20 – N) = 2 (15 – N)
20 – N = 30 - 2N : 2N - N = 30 - 20
N = 10

14. 4 : Age of Mel when Jay was born : 67 - 29 = 38
When Jay reaches age 38, he will be half his father's age.
That will occur in X years where:
29 + X = 38 years
X = 38 - 29
X = 9
Jay's present age is 29 years. In 9 years, he will be 38 years old; (29 + 9) and his father Mel will be 76 years old (67 + 9), twice the age of Jay.

EXERCISES ON GRAPH INTERPRETATION **(NEW EXERCISES)**

A. The Production Head of the Yum Ice Cream Company was asked to prepare his 2010 Budget. He prepared the pie graph of his production expenses which looked like this:

Total budgeted expense: Php 35,000,000



1. The biggest component of the budget is:
   1. salaries and wages 2. utilities 3. materials 4. travel expenses 5. miscellaneous

2. Allocation for materials is twice as much as that for :
   1. salaries and wages 2. utilities 3. materials 4. travel expenses 5. miscellaneous

3. The total allocation for miscellaneous expenses amount to :
   1. Php 210,000 2. Php 2,100,000 3. Php 21,000,000 4. Php 200,100 5. Php 21,000

4. Materials and utilities combined would amount to :
   1. Php 14,000,000 2. Php 140,000 3. Php 1,400,000 4. Php 140,400 5. Php 144,000

5. If the budget for salaries and wages was to be cut by one-third, how much will be left ?
   1. Php 175,000
   2. Php 17,500,000
   3. Php 17,000,000
   4. Php 11,900,000
   5. Php 11,666,667

6. If the budget for materials was tobe increased by 50% of its current total, how much of the budget would have been allocated for materials?
   1. 25%
   2. 20%
   3. 50%
   4. 22.5%
   5. 30%

7. Half of the total budget for travel expenses would amount to ?
   1. Php 7,000,000
   2. Php 700,000
   3. Php 850,000
   4. Php 1,500,000
   5. Php 1,200,000

8. Allocation for salaries and wages is three times as much as ?
   1. salaries
   2. utilities
   3. materials
   4. travel expenses
   5. miscellaneous

9. Allocation for travel expenses and miscellaneous combined would amount to?
   1. Php 3,500,000
   2. Php 3,050,000
   3. Php 3,000,000
   4. Php 3,005,000
   5. Php 3,505,500

10. Reducing the entire budget by 20% would leave how much allocation for materials ?
   1. Php 3,000,000
   2. Php 42,000,400
   3. Php 42,000,000
   4. Php 4,000,200
   5. Php 4,200,000

ANSWER KEY

1.) 1 2.) 5 3.) 2 4.) 1 5.) 5 6.) 4 7.) 2 8.) 3 9.) 1 10.) 5

PART IV : A. PHILIPPINE CONSTITUTION

Direction: Choose the correct answer from the choices given.

1. It is that written instrument by which the fundamental powers of the Philippine government are established, limited and defined and by which their power is distributed among several branches for the benefit of the people.
   1. Statutes
   2. The Philippine Constitution
   3. Republic Acts
   4. Implementing Rules and Regulations

2. The 1987 Philippine Constitution contains at least 3 sets of provisions. Which one of the following provisions is not included?
   1. Constitution of Universality
   2. Constitution of government
   3. Constitution of Liberty
   4. Constitution of Sovereignty

3. Which government branch has the duty to ascertain and give effect to the intent of the Constitutional provisions as adopted or approved by its framers?
   1. The Supreme Court
   2. The House of Representatives
   3. The Senate
   4. The Presidency

4. The "Rule of the Majority" is an unwritten law of a democratic government. For the Congress to declare the existence of a state of war or to call a constitutional convention, _____ vote of all its' respected members is required.
   1. simple majority
   2. Minority
   3. two-thirds majority
   4. Concurring

5. This constitutional principle is meant that no man in the country, not even the government, is above or beyond the law.
   1. Rule of the Majority
   2. Bill of Rights
   3. Rule of Law
   4. Republican Law

6. ":The Philippines is a _____ and _____ state. Sovereignty resides in the people and all government authority emanates from them."
   1. democratic-independent
   2. democratic- republican
   3. free- independent
   4. Presidential- independent

7. The Philippine Constitution explicitly recognize that _____ authority, at all times, supreme over the military. Its goal is to secure the sovereignty of the State.
   1. Presidential
   2. Civilian
   3. Democratic
   4. Parliamentary

8. The Legislative power shall be vested in the Congress of the Philippines which shall consist of _____.
   1. The Supreme Court
   2. The President and the Vice-President
   3. The Senate and Justice Dept.
   4. Senate and the House of Representatives

PART IV: A. PHILIPPINE CONSTITUTION

Direction: Choose the correct answer from the choices given.

9. Term of office for the Senate members under the 1987 Constitution shall be _____
   1. Three (3) years
   2. Four (4) years
   3. Six (6) years
   4. Nine (9) year

10. Term of office for the members of the House of Representatives under the 1987 Constitution.
    1. Six (6) years
    2. Nine (9) years
    3. Three (3) years
    4. Extendable

11. The Executive power shall be vested upon _____.
    1. The Congress
    2. The President
    3. The Senate President
    4. The Chief Justice

12. The President and the Vice President shall have the same term of office for_____ under the 1987 Constitution.
    1. Three (3) years
    2. Six (6) years
    3. Nine (9) years
    4. Extendable

13. Shall be the SOLE JUDGE of electoral disputes involving the President-elect and the Vice-President elect under the 1987 Constitution.
    1. The Trial Courts
    2. The Electoral Tribunal
    3. The Supreme Court
    4. The COMELEC

14. It shall have the EXCLUSIVE power to INITIATE all cases of impeachment under the 1987 Constitution.
    1. The Supreme Court
    2. The Legislature
    3. The House of Representatives
    4. The SANDIGANBAYAN

15. It shall have the SOLE power to TRY all cases of Impeachment.
    1. The House of Representatives
    2. The SANDIGANBAYAN
    3. The Supreme Court sitting En Banc
    4. The Senate

16. Refers to those non-dominant groups in our country which possesses and which to preserve ethnic, religious or linguistic traditions markedly different from the rest.
    1. Religious groups
    2. Population
    3. Indigenous cultural groups
    4. Urban poor

17. It is the declaration and enumeration of the individual rights and privileges which the Constitution is designed to protect against violations by the government, groups, etc.
    1. Civil rights
    2. Bill of Rights
    3. Political Rights
    4. Constitutional Rights

Direction: Choose the correct answer from the choices given.

18. It signifies that "all persons subject to legislation, shall be treated alike, under like circumstances and conditions both in the privileges conferred and liabilities imposed."
    1. Bill of Rights
    2. Political Rights
    3. Constitutional Rights
    4. "Equal Protection of Law"

19. The power of the State to take or expropriate private property for public use upon paying the owner a just compensation to be ascertained according to law.
    1. Police Power
    2. Power of Taxation
    3. Power of Eminent Domain
    4. Emergency Powers

20. They are the rights of the citizens which give them the power to participate, directly or indirectly, in the establishment or administration of the government, the right of suffrage and information on matters of public concern.
    1. Political rights
    2. Civil rights
    3. Constitutional Rights
    4. Economic Rights

21. They are the rights of the citizens which the law will enforce at the instance of private individuals for the purpose of securing their enjoyment of their means of happiness.
    1. Constitutional Rights
    2. Social and Economic Rights
    3. Civil Rights
    4. Political rights

22. They are rights intended to ensure the well-being and economic security of the individual. Among them are the right to property and just compensation.
    1. Social and Economic rights
    2. Cultural rights
    3. Civil rights
    4. Constitutional Rights

23. The power of the State to enact laws or regulations in relation to persons and properties as may promote public health, public morals, safety, general welfare and convenience of the people.
    1. Power of Eminent Domain
    2. Police Power
    3. Power of Taxation
    4. Emergency Powers

24. It is the power of the State to impose charge or burden upon persons, property or property rights for the use and support of the government and to enable it to discharge its' appropriate functions.
    1. Power of Eminent Domain
    2. Police Power
    3. Power of Taxation
    4. Constitutional Powers

25. It is the right and obligation to vote by qualified citizens in the election of certain national and local officials of the government and in the decision of public questions submitted to the people.

PART IV : A. PHILIPPINE CONSTITUTION

Direction: Choose the correct answer from the choices given.

1. Right to Information
2. Right to Suffrage
3. Electoral Vote
4. Freedom to Choose

26. It is a method by which a public officer may be removed from office during his tenure or before the expiration of his term by a vote of the people after registration of a petition signed by a required percentage of the qualified voters.
    1. Initiative 2. Recall 3. Referendum 4. Plebiscite

27. It is a vote of the people expressing their choice for or against a proposed law or enactment submitted to them. It is applied to an election at which any proposal, amendment to, or revision of the Constitution is submitted to the people for their ratification.
    1. Plebiscite 2. Referendum 3. Initiative 4. Special Election

28. It is the process whereby the people directly propose and enact laws. The Constitution mandates the Congress to provide as early as possible a system of initiative and referendum.
    1. Plebiscite 2. General Elections 3. Initiative 4. Recall

29. It is the power to apply the laws to contests or disputes concerning legally recognized rights or duties between the State and private persons brought before the judicial tribunals.
    1. Executive Powers
    2. Legislative Powers
    3. Judicial Powers
    4. Emergency Powers

30. It sets down in unequivocal terms the mandate that all government officials and employees, shall at all times, be answerable for their misconduct to the people.
    1. Rights
    2. Public Trust
    3. Responsibility
    4. Accountability

ANSWER KEY

1.) 2	7.) 2	13.) 3	19.) 3	25.) 2
2.) 1	8.) 4	14.) 2	20.) 1	26.) 2
3.) 1	9.) 3	15.) 4	21.) 3	27.) 1
4.) 3	10.) 3	16.) 3	22.) 1	28.) 3
5.) 3	11.) 2	17.) 2	23.) 2	29.) 3
6.) 2	12.) 2	18.) 4	24.) 3	30.) 4

PART IV: B. GENERAL INFORMATION CURRENT EVENTS, NEWLY ENACTED LAWS AND ENVIRONMENTAL ISSUES

1. It mandates the blending of cocodiesel or coco methyl ester (CME) in all diesel fuel and bioethanol in gasoline sold across the country.
   1. Clean Air Act of 1999
   2. Solid Waste Management Act of 2000
   3. Fuel Development Act
   4. Biofuels Act of 2006

2. A tough but biodegradable netting that anchors the soil on sloping land and riverbanks thus, protecting against erosion.
   1. cocowire mesh
   2. fiber matt
   3. coconet
   4. coir sheets

3. Which of the following is not considered a biofuel?
   1. jathropa or "tuba-tuba"
   2. liquefied natural gas
   3. ethanol
   4. coco methyl ester

4. Refers to a diesel-equivalent, processed fuel derived from biological sources.
   1. ethanol
   2. vegetable oils
   3. biodiesel
   4. biofuel

5. Environmental law providing for an ecological solid waste management program Creating necessary mechanisms, incentives, prohibitions and penalties.
   1. Rep. Act # 8749 or The Phil. Clean Air Act of 1999
   2. Rep. Act # 9003 or the Ecological Solid Waste Management Act of 2000
   3. The Biofuels Act of 2006
   4. The Anti-Pollution Act of 2005

6. Families of overseas Filipino workers (OFW's) meet a lot of conflicts. How should the government address this?
   1. provide more opportunities for their development
   2. encourage families to save for the future
   3. provide soft loans to start business
   4. encourage more members of the family to work abroad

7. Which of the following concepts is relevant to environmental education?
   1. resources can be infinitely utilized
   2. importance of balance of nature and interdependence
   3. rapid urbanization and development
   4. advent of cheap, inorganic resources

8. Refers to the delegation of specific non-core operations of an agency to an external entity that specializes in that operations.
   1. subcontracting
   2. delegation
   3. outsourcing
   4. multi-tasking

PART IV: B. GENERAL INFORMATION CURRENT EVENTS, NEWLY ENACTED LAWS AND ENVIRONMENTAL ISSUES

9. Pres. Arroyo's Administration's centerpiece financial program designed to eliminate the budget deficit by 2010.
   1. Tax amnesty program
   2. Lateral Attrition Law
   3. E-VAT program
   4. RIPS,RAPS & RATS Program

10. WTO stands for:
   1) World Tourism Organization
   2) World Trade Organization
   3) Washington Trade Order
   4) World Trades Order

11. It is an aggrupation of 21 Pacific-rim countries established in 1989 to foster trade, economic and environmental cooperation.
   1) ASEAN Cooperation
   2) ASIAN-PACIFIC Economic Cooperation
   3) The MANILA Declaration
   4) None of the above

12. It is the electronic Commerce between individual consumers:
   1) B2B (Business-to-Business)
   2) C2C (Consumer-to-Consumer)
   3) E-mail
   4) Information Technology

13. "Maka-Diyos, Maka-Bayan, Maka-Tao at Maka-Kalikasan" are the four pillars of:
   1) public service as a trust
   2) the principle of subsidiarity
   3) the politics of service
   4) Moral Recovery Program

14. It is designed to solve the social ills of society through personal transformation and renewal and to strengthen the moral fiber of the Filipino people.
   1) Moral Recovery Program
   2) Economic Development Foundation
   3) People Empowerment
   4) Sustainable Development

15. Narco-Politics is the term used when:
   1) a politician is a drug-user
   2) plunderous politicians
   3) politicians are funded and elected by use of "drug money"
   4) corrupt government officials

16. This law allows foreign-based giant retailers to engage in retail activities in the country subject to conditions and requirements. This law is known as:
   1) Globalization
   2) Retail Trade Liberalization Act
   3) E-Commerce Law
   4) Export Development Act

17. A movement launched by the Arroyo Administration as a "covenant" for economic survival and prosperity thru the Dept. of Trade & Industry (DTI) and top business leaders.
1) "Buy Pinoy" Movement
2) "WOW" Philippines
3) Retail Trade Liberalization
4) Medium Term Economic Development Plans

18. A broader regional free trade zone being established composed of ASEAN engaging Japan, China & South Korea in expanding economic relations.
1) ASEAN Free Trade Zone
2) "ASEAN Plus Three"
3) APEC Group
4) ASEAN Partners

19. South Korea's former Foreign Minister who is now the new Secretary-General of the United Nations replacing Kofi Annan.
1. Roh Moo-hyun 2. Wen Jiabao 3. Ban Ki-moon 4. Shinzo Abe

20. It embodies the national policy on information technology development and serves as a guide to all govt. agencies in the effective utilization of information technology resources.
1) National Information Technology Plan (NITP)
2) Information Technology Development Program
3) Science & Technology Plan
4) Information Technology Council

21. Republic Act # 7077 amended the National Defense Act of 1991, thus,
1. Allowing the cadets to do civic, welfare, etc. as alternative to military training
2. Allowing ROTC to continue as military training for the youth
3. Abolishing the ROTC
4. Allowing the shift of ROTC to EDP Education

22. Result brought about by rapid globalization:
1) Borderless Trade
2) Rapid development of information and communication technology
3) New threats to human security in both rich and poor countries
4) Rich becoming richer and poor becoming poorer

23. Asean Free Trade Agreement (AFTA) provides
1. regional trading bloc for the ASEAN member countries
2. free trade among European Countries
3. free trade between the USA and the Europeans
4. none of these

24. The Party-list representatives of the House of Representatives shall come from the following sectors, except one. Which one sector is this?
1) religious
2) laborers and peasants/farmers
3) women and youth
4) urban poor and other sectors provided by law

25. The government agency created to convert and develop former military bases into commercial-industrial estates.
1) Public Estates Authority (PEA)
2) Philippine Economic Zones Authority (PEZA)
3) Subic Bay Metropolitan Authority (SBMA)
4) Bases Conversion and Development Authority (BCDA)

26. Which of the following is a RENEWABLE source of energy?
1) Natural Gas
2) Kerosene
3) Biogas
4) Liquified Petroleum Gas

27. Under the new "Comprehensive Dangerous Drugs Act of 2002' – a newly created superbody is tasked to carry out an "anti-narcotics war."
1) National Drug Enforcement Commission
2) Presidential Drug Enforcement Agency (PDEA)
3) National Anti-Drug Commission
4) Bureau of Food & Drug Administration (BFAD)

28. It is the integration of national markets into a single world market where goods, services, financial capital and technology flow in and out of countries virtually unhampered.
1) Retail Trade Liberalization
2) World Trade Organization
3) Globalization
4) Gen. Agreement on Tariffs and Trade

29. It is an environmental milestone that requires industries and transport to install anti-pollution devices, bans the use of incinerators and mandatory anti-smoke belching test, etc.
1) Ecological Waste Management Act of 2001
2) Clean Air Act
3) Ecology Preservation Act
4) "The Toronto Protocol"

30. The law that mandates the strict segregation of waste materials.
1) Ecological Waste Management Act of 2001
2) Recycling laws
3) Clean Air Act
4) Anti – Dumping Law

31. Which of the following does NOT belong:
1) squall
2) typhoon
3) hurricane
4) Earthquake

32. What is the name for links between related items of information?
1) information highway
2) pixels
3) Megabytes
4) Hyperlinks

PART IV. B. GENERAL INFORMATION CURRENT EVENTS, NEWLY ENACTED LAWS AND ENVIRONMENTAL ISSUES

33. How are distances measured in the universe?
1) location of a star
2) light – year
3) Age of a star
4) Radio waves

34. CD – ROM means?
1) compact – disc recording mode
2) compact – disc read only memory
3) computer – directed recording modern
4) computer – disc read only memory

35. It is used in locating distant objects by using high frequency waves which are reflected to a receiver.
1) wire
2) radio
3) radar
4) Satellite

36. It is the distorted image that happens when the sun's light rays are bent by changes in air temperature.
1) heat haze
2) rainbow
3) refraction
4) reflection

37. Refers to an increasing reliance on markets, not governments, to guide economic activity.
1) liberalization
2) deregulation
3) globalization
4) privatization

38. It is the legitimate platform of the incumbent President to make an accounting to the people the achievements and framework of the administration.
1) SONA (State of the Nation Address)
2) Press Conference
3) Achievement Report
4) Performance Appraisal

39. A gene that has been artificially inserted into the plant thru genetic modifier to improve crop and agricultural products.
1) Bt Corn
2) GMO (genetically modified organism)
3) Organic cloning
4) Stem cell

40. Which of the following does NOT belong?
1) revolution
2) rebellion
3) revolt
4) coup d 'etat

41. Which of the following does not cause tsunamis?
1. gravitational influences
2. volcanic eruptions
3. landslides
4. earthquakes
5. changes in ocean temperature

PART IV. B. GENERAL INFORMATION CURRENT EVENTS, NEWLY ENACTED LAWS AND ENVIRONMENTAL ISSUES

42. It is an oceanographic phenomena associated with extreme variable climate. It brings destructive rains and droughts that results in economic disaster.
    1. global warming
    2. El Nino / La Nina
    3. Ozone depletion
    4. " Greenhouse Effect "

43. Keeping faith in our commitment to protect the Filipinos from environmental hazards, what law seeks to incorporate climate change factors in mainstream of national and local development planning?
    1. National Disaster Coordinating Act
    2. Disaster Risk & Reduction Mgmt. Act Of 2009
    3. Climate Change Act of 2009
    4. Climate Protection Act of 2009

44. Financial situation wherein the State's expenditures is more than the income generated.
    1. Budget constraints 2. Bankruptcy 3. Fiscal crises 4. Budget deficit

45. This law affirms the policy of the State to protect public health and when public interest Requires, appropriate measures shall be adapted to promote and ensure access to affordable quality drugs and medicines for all.
    1. Universally Accessible Cheaper and Quality Medicines Act of 2008 (R. A. # 9502)
    2. Intellectual Property Code (R. A. # 8293)
    3. Generics Act of 1988 (R. A. # 6675)
    4. Pharmacy Law (R.A. # 5921)

46. Substances that can be broken down by decomposing action of living organisms can be described as _____.
    1. toxic or hazardous 2. Non-biodegradable 3. Biodegradable 4. Nuclear waste

47. This law penalizes " torture and other cruel, inhuman and degrading treatment as punishment such as that during state of war or any public emergency that could not be invoked as justification for torture and other inhuman treatment.
    1. Writ of Habeas Corpus
    2. Writ of Amparo
    3. Anti-Torture Act (R. A. # 9745)
    4. Human Security Act

48. Which of the following is not environment –friendly?
    1. Garbage segregation
    2. Use of incinerators
    3. Reforestation
    4. Reduction of benzene and aromatics

49. The contamination of the natural environment with harmful substances that have usually been released as a result of human activities.
    1. Production 2. Degradation 3. Pollution 4. "Ozone Depletion"

50. The study of relationship between plants and animals and their environment
    1. Ecosystem 2. Biodiversity 3. Biosphere 4. Ecology

PART IV: C.CODE OF CONDUCT AND ETHICAL STANDARDS ... (New Exercises)

Direction: choose the best answer.

1. This is an act establishing a code of conduct and ethical standards for public officials and employees, upholding the time-honoured principle of public office being a public trust.
   1. R.A. # 6713 2. R.A. # 6731 3. R.A. # 6371 4. R.A. # 6317

2. Republic Act # 6713 establishes a code of conduct and ethical standards for public officials and employees, upholding the time-honoured principle of public office as a public trust.
   1. Code of Professionalism and Ethical Behaviour
   2. Code of Professional Behaviour and Ethics
   3. Code of Conduct and Ethical Standards for Public Officials and Employees
   4. Code of Public Trust and Ethical Standards

3. " It is the policy of the State to promote _____ of ethics in public service."
   1. accountability 2. standard 3. high standard 4. practice

4. They include elective and appointive officials and employees, permanent or temporary, in career or non-career service, with or without compensation.
   1. Government 2. Career 3. Public officials 4. Service

5. "Family of public officials and employees" means their spouses and unmarried children under _____ years of age.
   1. 15 2. 21 3. 18 4. 25

6. "Relatives" refer to any and all persons related to a public official or employee within the _____ civil degree of consanguinity or affinity.
   1. fifth 2. third 3. fourth 4. second

7. Public officials and employees shall always uphold the public interest over and above personal interest and avoid wastage of public funds and revenues.
   1. Accountability 2. Professionalism
   3. Commitment to Public Service 4. Justness and Sincerity

8. Public officials and employees shall perform and discharge their duties with the highest degree of excellence, intelligence and skills, render public service with the outmost devotion and dedication to duty.
   1. Professionalism 2. Responsibility 3. Commitment 4. Devotion

9. Public officials and employees shall remain true to the people at all times, shall not discriminate, shall respect at all times the rights of others and refrain from doing acts contrary to law, good morals, public policy, public safety and public interest.
   1. Political neutrality 2. Justness and Sincerity
   3. Commitment 4. Professionalism

10. Public officials and employees shall be at all times loyal to the Republic and to the Filipino People and endeavour to maintain and defend the sovereignty against foreign intrusion.
    1. Professionalism
    2. Political neutrality
    3. Nationalism / Patriotism
    4. Commitment to Public Interest

11. Public officials and employees shall extend prompt, courteous and adequate service to the public, provide information of policies and procedures in clear and understandable language.
    1. Public Service
    2. Nationalism
    3. Responsiveness to the Public
    4. Commitment to service

12. Public officials and employees shall commit themselves to the democratic way of life and values and maintain the principle of public accountability, uphold the Constitution at all times and put loyalty to country above that to person or party.
    1. Commitment to Democracy
    2. Professionalism
    3. Loyalty and Allegiance
    4. Public Accountability

13. Public officials and employees and their families, shall lead modest lives appropriate to their position and income, shall not indulge in extravagant or ostentatious display of wealth or lifestyle.
    1. Humility
    2. Vows of Poverty
    3. Justness and Sincerity
    4. Simple Living

14. All public officials and employees shall respond within _____ days from receipt thereof, respond to letters, telegrams or other means of communication sent by the public.
    1. 15 working days
    2. Within 15 days
    3. Within 7 working days
    4. Within one (1) week

15. All heads and other responsible officers of offices and agencies of government and GOCC's, shall within _____ days from the end of the year, shall render a performance report of the agency or office or the corporation concerned.
    1. 45 days
    2. 45 working days
    3. 30 working days
    4. 30 days

16. It shall be unlawful for public officials and employees to, directly or indirectly, have monetary or material interest on any transaction requiring the approval of their office.
    1. Financial and material interest
    2. Material interest
    3. Financial interest
    4. Outside Employment

17. Public officials and employees shall not use or divulge confidential or classified and official information known to them by reason of their office.
    1. Confidentiality
    2. Disclosure and/or misuse of official information
    3. Private practice of profession
    4. Solicitation

18. Public officials and employees shall not accept, directly or indirectly, any gift, gratuity, favor or anything of monetary value, in the course of their official duty which may be affected by the functions of their office.
    1. Solicitation
    2. Disclosure or misuse
    3. Material or financial interest
    4. Private practice of profession while in office

19. Public officials and employees shall accomplish and submit declarations under oath, their assets, liabilities, net worth, financial and business interests.
    1. Acceptance and Solicitation
    2. Financial and Material interests
    3. Statements and Disclosures
    4. Outside Employment

20. Any and all statements filed under R.A. # 6713 shall be made available for inspection at all times at reasonable hours.
    1. Accessibility of Documents
    2. Disclosure of Documents
    3. Identification of Documents
    4. Confidentiality of Documents

21. Public officials and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, efficiency, act with patriotism and justice.
    1. Security of tenure
    2. Accountability
    3. "Commitment to Service"
    4. "Public Service is a Public Trust"

22. Court that shall have the jurisdiction over civil and criminal cases involving graft and corruption and such other offenses committed by public officials and employees.
    1. SANDIGANBAYAN
    2. Office of the Special Prosecutor
    3. Department of Justice
    4. Regional Trial Court

23. _____ is mandated to act promptly on complaints filed in any form or manner against public officials and employees.
    1. Regional Trial Court
    2. Office of the Special Prosecutor
    3. Department of Justice
    4. Special Courts

24. Public officials and employees shall provide service to every one without discrimination and regardless of party affiliation or preference.
    1. Responsiveness to service
    2. Justice and Security
    3. Political Neutrality
    4. Professionalism

25. This is a ground for impeachment which covers any violation of the oath of office involving loss of popular support even if violation may not amount to a criminal offense.
    1. Treason
    2. Bribery
    3. Culpable violation of the Constitution
    4. "Betrayal of Public Trust"

B. ANSWER KEY : GENERAL INFORMATION,CURRENT EVENTS,ETC.

1.	4	2.	3	3.	2	4.	2	5.	2	6.	1	7.	2
8.	3	9.	3	10.	2	11.	2	12.	2	13.	3	14.	1
15.	3	16.	2	17.	1	18.	2	19.	3	20.	1	21.	1
22.	1	23.	1	24.	1	25.	4	26.	1	27.	2	28.	3
29.	2	30.	1	31.	4	32.	4	33.	2	34.	3	35.	1
36.	2	37.	1	38.	2	39.	4	40.	2	41.	1	42.	2
43.	3	44.	4	45.	2	46.	3	47.	3	48.	2	49.	3
50.	4												

C. ANSWER KEY : CODE OF CONDUCT AND ETHICAL STANDARDS

1.	1	2.	3	3.	3	4.	3	5.	3
6.	3	7.	3	8.	1	9.	2	10.	3
11.	3	12.	1	13.	4	14.	1	15.	2
16.	1	17.	2	18.	1	19.	3	20.	1
21.	4	22.	1	23.	2	24	3	25.	4