

**Direction:** This exercise aims to familiarize you with some common clerical office procedures. Choose the correct answer from the choices given.

1. To whom will the duty of ordering needed goods fall?
  1. Receiving clerk
  2. Purchasing clerk
  3. Manager
  4. Accounting clerk
  
2. Which of the following is not a way to requisition a product?
  1. By ordering through the sales representative
  2. By getting the product short prior notice
  3. By writing
  4. By telephoning
  
3. Which of the following is not a term used in the filing process?
  1. Indexing
  2. Decoding
  3. Coding
  4. Cross-referencing
  
4. Which of the following is not a necessary document in an office?
  1. Marriage license
  2. Requisition voucher
  3. Official receipt
  4. Purchase invoice
  
5. Which of the following is not a usual document used in a sales company?
  1. Form 137
  2. Delivery receipt
  3. Sales invoice
  4. Purchase order
  
6. How much is the present Value-Added-Tax in the Philippines?
  1. 12% of gross profit
  2. 12% of cost of goods sold
  3. 12% of gross sales
  4. 12% of net income

7. What is the correct filing arrangement for the following names?

1. Mariano, Jose
2. Mariano, Felix
3. Marcial, Lino
4. Marcos, Carlos

1. 3,4,2,1
2. 4,1,2,3
3. 3,4,1,2
4. 4,1,3,2

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

1. Numeric
2. Geographic
3. Sophomoric
4. Alphabetic

9. In addressing the President Rodrigo Duterte , which way is preferred?

1. Your Majesty
2. His Excellency
3. Your Excellency
4. Your Honor

10. Which is not an appointment given to a hire in any establishment?

1. permanent-casual
2. Regular
3. Emergency appointment
4. Temporary

## ANSWER KEY

1.2

2.2

3.2

4.1

5.1

6.3

7.1

8.3

9.3

10. 1