

**Direction:** A set of names of persons, objects, businesses, or organizations are given in each question. Arrange the given set of names based on alphabetizing rules. Select the letter of the correct answer that corresponds to the proper arrangement of the names.

1. 1) Juan Ramon S. Cruz  
2) Sharon Anne Esguerra  
3) Patenia, Marco Lito M.  
4) Christopher Alex Q. Angelo  
5) Raymond DL. Delos Santos

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

2. 1) Dr. Harold Q. Salazar  
2) Dr. Mariano A. Tibay  
3) Atty. Silvano G. Mariano  
4) Mr. Mateo S. Ang  
5) Engr. Cruz

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

3. 1) Lucas Q. Smith  
2) Lucas Q. Smith-Johnson  
3) Lucas Quezon Smith  
4) Dr. Lucas Q. Smith-Johnson  
5) Lucas Smith-Johnson

- a) 1 - 4 - 3 - 2 - 5

# Clerical Supervisor 1 Exam

**Minjie Lin**



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*Examination of the War on Poverty: Staff and Consultants Reports*, 1967      **Personnel Management in Government** Katherine C. Naff, Norma M. Riccucci, Jay Shafritz, David H. Rosenbloom, Albert C. Hyde, 2001-05-15 A comprehensive guide this book covers employee relations and the legacy of quality and reengineering and discussions on the growth of public personnel management in state and local sectors The authors discuss affirmative action and equal opportunity case law work and family issues the Volcker Commission findings an analysis of federal pay reform and innovative classification and compensation systems currently implemented by federal agencies a discussion of constitutional and legal issues facing public personnel administration in areas such as AIDS and drug testing figures and tables on collective bargaining laws and trends and more      **Personnel Management in Government Agencies and Nonprofit Organizations** Dennis L. Dresang, 2017-06-14 The long awaited new edition of this highly praised text includes full coverage of policy issues and professional practice in nonprofit organizations as well as at federal state and local levels of government Retaining its accessible writing style this sixth edition examines the latest management theories such as employee engagement and motivation and current issues including disability privatization merit systems and family and medical leave roots the discussion in public policy issues providing students with a better understanding of the actors involved and the broader context of personnel administration provides abundant pedagogical tools including learning objectives summaries and discussion questions to guide student understanding and foster critical thinking includes exercises and case studies throughout the book for individual or group work helping students apply public personnel management concepts to real world situations In addition to full coverage of the increasingly important role of personnel management in nonprofit organizations this new edition has been thoroughly updated to include timely material on the effects of the 2008 global recession public service contracting public sector unions security concerns performance measurement remote management management of volunteers the challenges and opportunities of developing an organizational culture and lessons from the experiences of countries around the world This is a textbook that is ideally suited to prepare students to manage people effectively whether in government nonprofit organizations NGOs or in the private sector      **Connections** Wisconsin. Department of Public Instruction, 1994      Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 1990      Administration of the Disability Program in New York and New Jersey United States. Congress. House. Committee on Ways and Means. Subcommittee on Social Security, 1979      **Personal and Community Health** Clair Elsmere Turner, 1926      The Budget of the United States Government United States. Bureau of the Budget, 1947      Transactions American Association for the Study and Prevention of Infant Mortality, American Child Hygiene Association, 1923      *Ohio Monthly Record*, 1999 Rules of state administrative agencies In full text with tables and index including chart of proposed rules with time and location of public hearings

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