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CSC Reviewer 2027

Subprofessional level, with answers

100 Civil Service Exam practice questions in 4 subjects, with an answer key and a short explanation for every item at the end.

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Verbal Ability	33 items
Numerical Ability	26 items
Clerical Ability (more coming)	22 items
General Information (more coming)	19 items
Answer key with explanations	at the end

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1. **Print it or keep it on your phone.** Each item has four choices. Shade or circle the letter you pick. There is room to work on paper.
2. **Time yourself.** The Subprofessional exam gives 2 hours 40 minutes for 165 items, so about a minute each. Answer one subject at a time, or all 100 items in one sitting as a mock test.
3. **No calculator.** In the exam, calculators are not allowed, of any type. Do the math by hand here too.
4. **Check your answers at the end.** The answer key lists the letter and a short explanation for each item. Read the explanation even when you got it right.
5. **Count your score.** The passing grade is 80.00, so aim for at least 80 out of 100 here. Go back to the subjects where you missed the most.
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Verbal Ability

Items 1 to 33

1. Choose the word closest in meaning to **mitigate**.

(A) worsen

(B) delay

(C) dispute

(D) lessen

2. Which sentence has the correct subject-verb agreement?

(A) Neither the supervisor nor the clerks was told about the new schedule.

(B) Neither the clerks nor the supervisor was told about the new schedule.

(C) Neither the clerks nor the supervisor were told about the new schedule.

(D) Neither the supervisor nor the clerks has been told about the new schedule.

3. Arrange the sentences below into a clear paragraph.

1. The new system solves this problem by grouping folders by subject and then by date.
2. As a result, finding an old document often took more than ten minutes.
3. Staff can now find most files in less than two minutes.
4. The records section has adopted a new filing system this month.
5. Under the old method, folders were kept in the cabinet according to the date they were received.

Which sequence of sentence numbers gives the best paragraph?

- A 4-2-5-1-3
- B 4-5-2-1-3
- C 4-1-5-2-3
- D 5-4-2-1-3

4. NOTICE TO RESIDENTS. Starting next Monday, the Municipal Treasurer's Office will move its payment counters to the ground floor of the new annex building. During the first week of the move, only one counter will accept real property tax payments, and all other services will be suspended. Residents who wish to avoid long lines are advised to settle their dues before the end of this week. Full service will resume on the Monday after the transfer week. The office thanks the public for its patience.

According to the notice, which service will still be available during the first week of the move?

- A Payment of real property tax at one counter
- B Payment of all municipal fees at several counters
- C Renewal of business permits in the old building
- D All services at the new annex building

5. Choose the word or phrase that best completes the sentence.

The road was closed because of flooding; ____, many employees reported late for work.

A. however

B. although

C. therefore

D. unless

6. Which of the following is a comma splice?

A. The report was late, so the director asked for an explanation.

B. The report was late; the director asked for an explanation.

C. The report was late, the director asked for an explanation.

D. The report was late. The director asked for an explanation.

7. Anong tayutay ang ginamit sa pangungusap?

Sumasayaw ang mga dahon sa ihip ng hangin. FIL

A. Pagtutulad

B. Pagwawangis

C. Pagsasatao

D. Pagmamalabis

8. Aling pangungusap ang wasto ang gamit ng **ng** at **nang**? FIL

A. Nagbasa ng malakas nang ulat ang kalihim sa pulong.

B. Nagbasa ng malakas ng ulat ang kalihim sa pulong.

C. Nagbasa nang malakas ng ulat ang kalihim sa pulong.

D. Nagbasa nang malakas nang ulat ang kalihim sa pulong.

9. Napansin ng mga kawani ng isang tanggapan ng pamahalaan na tumataas ang singil nila sa kuryente bawat buwan. Nagpulong ang kanilang pinuno at nagmungkahi ng ilang simpleng hakbang. Pinapatay ang ilaw sa mga silid na walang tao. Binubuksan ang mga bintana tuwing umaga upang hindi agad gumamit ng aircon. Pinagsasama-sama ang mga kompyuter sa iisang saksakan upang madaling patayin sa pag-uwi. Pagkalipas ng tatlong buwan, bumaba nang halos isang-kapat ang singil. Ayon sa pinuno, patunay ito na malaki ang naiaambag ng maliliit na gawi ng bawat isa.

Ano ang pangunahing diwa ng talata? FIL

A. Dapat ipagbawal ang aircon sa lahat ng tanggapan ng pamahalaan.

B. Nakababawas sa gastos sa kuryente ang maliliit na gawi ng mga kawani.

C. Mahirap sundin ng mga kawani ang mga bagong patakaran sa tanggapan.

D. Tumataas ang singil sa kuryente dahil sa dami ng mga kompyuter.

10. Choose the word closest in meaning to **tenacious**.

A. persistent

B. fragile

C. talkative

D. hasty

11. Choose the verb that correctly completes the sentence.

Reading the guidelines carefully ____ necessary before anyone files a claim.

A. are

B. were

C. have been

D. is

12. Arrange the sentences below into a clear paragraph.

1. The press changed this by making many identical copies in a short time.
2. In time, the spread of reading helped new ideas travel faster than before.
3. This work was slow, so books were costly and were owned mostly by the wealthy.
4. Before the printing press, every book had to be copied by hand.
5. As books became cheaper, more ordinary people learned to read.

Which sequence of sentence numbers gives the best paragraph?

- A 4-1-3-5-2
- B 4-3-1-2-5
- C 4-3-1-5-2
- D 4-3-5-1-2

13. NOTICE TO RESIDENTS. Starting next Monday, the Municipal Treasurer's Office will move its payment counters to the ground floor of the new annex building. During the first week of the move, only one counter will accept real property tax payments, and all other services will be suspended. Residents who wish to avoid long lines are advised to settle their dues before the end of this week. Full service will resume on the Monday after the transfer week. The office thanks the public for its patience.

What is the main purpose of the notice?

- A To announce a new tax on real property
- B To inform residents of a temporary change in service and advise them what to do
- C To invite the public to the opening of the annex building
- D To apologize for the poor service of the Treasurer's Office

14. Choose the word or phrase that best completes the sentence.

____ the budget was limited, the committee still completed the project on time.

A. Although
B. Because
C. Unless
D. Therefore

15. Choose the best revision of the sentence.

The auditor returned the receipts to the cashier that were missing signatures.

A. The auditor returned the receipts to the cashier, missing signatures.
B. The auditor returned the receipts to the cashier who were missing signatures.
C. The auditor returned the receipts to the cashier, which were missing signatures.
D. The auditor returned to the cashier the receipts that were missing signatures.

16. Basahin ang pangungusap.

Isang kahig, isang tuka ang buhay ng pamilya ni Mang Ruben bago siya nagkaroon ng permanenteng trabaho.

Ano ang ibig sabihin ng sawikaing **isang kahig, isang tuka**? FIL

A. laging nag-aalaga ng manok sa bakuran
B. nagtitipid upang makabili ng sariling bahay
C. madalas lumipat ng tirahan sa bayan
D. kakasya lamang ang kita sa pang-araw-araw

17. Aling pangungusap ang wasto ang gamit ng **rin** at **din**? FIL

A Pumirma din si Ana sa kasunduan.

B Pumunta rin si Ben sa pulong.

C Nagbayad rin si Carlo ng buwis.

D Dumating rin ang tagapamahala.

18. Taun-taon, nagsasagawa ang barangay ng sama-samang paglilinis ng kanal bago sumapit ang tag-ulan. Maagang dumarating ang mga boluntaryong may dalang pala, walis at sako. Habang nagtatrabaho, nag-uusap ang magkakapitbahay tungkol sa mga plano para sa kanilang lugar. Sa loob ng isang umaga, napupuno ang dose-dosenang sako ng basura at isinasakay ang mga ito sa trak. Ayon sa kapitan, hindi lamang baha ang naiiwasan sa gawaing ito. Napapalapit din ang loob ng mga residente sa isa't isa.

Ano ang layunin ng may-akda sa talata? FIL

A Magreklamo tungkol sa dami ng basura sa barangay.

B Utusan ang mga residenteng magbayad para sa trak ng basura.

C Ipakita na may dagdag na pakinabang ang paglilinis.

D Ituro kung paano gumawa ng sako para sa basura.

19. Choose the word opposite in meaning to **prudent**.

A reckless

B careful

C wise

D thrifty

20. Choose the pronoun that correctly completes the sentence.

The task was shared equally between Mr. Aquino and ____.

A. I

B. myself

C. me

D. mine

21. Arrange the sentences below into a clear paragraph.

1. Some families respond by reusing the water from washing to clean floors and to water plants.
2. Others repair leaking pipes, which can waste a surprising amount of water over time.
3. Together, these small actions can delay the need for strict rationing.
4. In such a case, the water district may ask households to limit their use of water.
5. A long dry season can leave a city's reservoirs far below their usual level.

Which sequence of sentence numbers gives the best paragraph?

A. 5-4-1-2-3

B. 5-1-4-2-3

C. 5-4-2-1-3

D. 4-5-1-2-3

22. A storm warning system is not a single message but a series of signals that grow stronger as a storm draws near. At the lowest level, the storm is still some distance away, and its winds are expected to be strong but not destructive. At the highest level, the winds are expected to be violent, and people in affected areas should already be in safe shelters. Local officials use these signals to decide when to cancel classes, stop sea travel and begin evacuation. Residents who understand the signals can prepare early instead of waiting for last-minute announcements.

Which is the best title for the passage?

- A How Storms Form Over the Ocean
- B Why Classes Are Cancelled During Storms
- C The Dangers of Sea Travel in Bad Weather
- D Understanding Storm Signals Helps People Prepare

23. Choose the word or phrase that best completes the sentence.

Not only ____ the deadline, but they also submitted a complete report.

- A they met
- B did they meet
- C they have met
- D met they

24. Choose the best way to combine the two sentences into one clear sentence.

The clinic opened early. Many patients still waited in a long line.

- A Although the clinic opened early, many patients still waited in a long line.
- B The clinic opened early, so many patients still waited in a long line.
- C The clinic opened early because many patients still waited in a long line.
- D The clinic opened early, many patients still waited in a long line.

25. Basahin ang pangungusap.

Matalas ang isip ni Lourdes kaya agad niyang nasagot ang mahirap na tanong sa pagsusulit.

Ano ang kahulugan ng **matalas** sa pangungusap? FIL

A matulis ang dulo

B malakas ang boses

C mahilig makipagtalo

D mabilis umunawa

26. Aling pangungusap ang wasto ang gamit ng **kay**, **sa** at **ni**? FIL

A Ayon kay Liza, hindi pa tapos ang proyekto.

B Ayon sa Liza, hindi pa tapos ang proyekto.

C Ayon ni Liza, hindi pa tapos ang proyekto.

D Ayon kay ulat, hindi pa tapos ang proyekto.

27. Dumating si Aling Nena sa munisipyo nang alas-siyete ng umaga upang kumuha ng sertipiko. Mahaba na ang pila, ngunit hindi siya nagreklamo. May nakita siyang karatulang nag-uutos na punan muna ang pormularyo bago pumila sa bintana. Sinunod niya ito, kaya hindi na siya pabalik-balik sa bintana. Pagdating ng alas-nuwebe, hawak na niya ang kanyang sertipiko. Nakangiti siyang nagpasalamat sa kawaning nag-abot nito.

Ano ang layunin ng may-akda sa talata? FIL

A Himukin ang mga tao na huwag nang pumila sa munisipyo.

B Ipakita na nagiging maayos ang proseso kapag sumusunod sa tagubilin.

C Batikusin ang mga kawani ng munisipyo sa mabagal na serbisyo.

D Ilarawan ang kasaysayan at ang bagong gusali ng munisipyo.

28. Choose the meaning of the word in bold as it is used in the sentence.

The committee decided to **defer** the vote until all of its members could attend.

A. cancel

B. postpone

C. approve

D. repeat

29. Which sentence makes the comparison correctly?

A. The new software is more easier to use than the old one.

B. The new software is easiest to use than the old one.

C. The new software is easier to use than the old one.

D. The new software is very easier to use than the old one.

30. Arrange the sentences below into a clear paragraph.

1. Over many months, a lack of sleep can also weaken the body's defenses against illness.
2. Good sleep is as important to health as food and exercise.
3. For these reasons, health workers advise adults to make time for enough sleep each night.
4. For example, they may make more errors when entering figures or writing reports.
5. Adults who sleep too little often find it hard to concentrate at work.

Which sequence of sentence numbers gives the best paragraph?

A. 2-5-1-4-3

B. 2-4-5-1-3

C. 2-5-4-3-1

D. 2-5-4-1-3

31. A storm warning system is not a single message but a series of signals that grow stronger as a storm draws near. At the lowest level, the storm is still some distance away, and its winds are expected to be strong but not destructive. At the highest level, the winds are expected to be violent, and people in affected areas should already be in safe shelters. Local officials use these signals to decide when to cancel classes, stop sea travel and begin evacuation. Residents who understand the signals can prepare early instead of waiting for last-minute announcements.

Which statement can be inferred from the passage?

A. Every storm reaches the highest signal level before it hits land.

B. Only local officials need to understand the signals.

C. Residents who know what each signal means are less likely to be caught unprepared.

D. Evacuation is announced only at the lowest signal level.

32. Choose the word or phrase that best completes the sentence.

The new rule was meant to ____ delays in releasing permits, but it has only added more steps.

A. cause

B. prolong

C. reduce

D. excuse

33. Which choice combines the two sentences most clearly?

Ms. Cruz is the new records officer. She previously worked in the budget office.

A. Ms. Cruz is the new records officer, she previously worked in the budget office.

B. Ms. Cruz is the new records officer, where she previously worked in the budget office.

C. Ms. Cruz, she previously worked in the budget office, is the new records officer.

D. Ms. Cruz, who previously worked in the budget office, is the new records officer.

Numerical Ability

Items 34 to 59

34. Which number is missing?

12, 19, 26, ___, 40

A) 32
B) 33
C) 34
D) 35

35. A jeepney charges 13 pesos for the first 4 kilometers and 2 pesos for each kilometer after that. How much is the fare for a 9-kilometer ride?

A) 18
B) 21
C) 23
D) 31

36. A ribbon is 5 1/3 meters long. A seamstress cuts off 2 3/4 meters. How long is the ribbon that is left?

A) 2 5/12 meters
B) 2 7/12 meters
C) 3 5/12 meters
D) 3 7/12 meters

37. Simplify: $(-2)^3 \times (-3)^2 + (-40) \div (-8) - 6 \times (-2)$

A -79

B -67

C -55

D 89

38. A 54,000-peso bonus is shared by three employees in the ratio 2:3:4. How much more does the employee with the largest share receive than the one with the smallest share?

A 6,000 pesos

B 12,000 pesos

C 18,000 pesos

D 24,000 pesos

39. Which number is missing?

94, 87, 80, 73, ___, 59

A 63

B 64

C 65

D 66

40. A sprayer solution is made of 1 liter of pesticide and 3 liters of water. How many liters of water are in 20 liters of this same solution?

A 3

B 4

C 5

D 15

41. A grocer has 4 1/2 kilos of rice and packs it in bags of 3/8 kilo each. How many bags can be filled?

A 1 11/16 bags

B 12 bags

C 13 1/2 bags

D 36 bags

42. An 84-meter rope and a 126-meter rope are each cut into equal pieces, with no rope left over. What is the longest possible length of each piece?

A 6 meters

B 14 meters

C 21 meters

D 42 meters

43. Three cousins save money in the ratio 3:5:6. The one who saved the most has 1,800 pesos more than the one who saved the least. How much did the three cousins save altogether?

A 5,400 pesos

B 6,600 pesos

C 8,400 pesos

D 25,200 pesos

44. What number comes next?

4, 12, 36, 108, ___

A 144

B 216

C 324

D 432

45. The sum of two consecutive odd integers is 76. What is the larger integer?

A 36

B 37

C 38

D 39

46. Which of the following fractions is the greatest?

A 3/4

B 7/9

C 11/14

D 5/7

47. Three jeepney routes leave a terminal together at 6:00 a.m. Route A leaves every 12 minutes, Route B every 18 minutes and Route C every 30 minutes. At what time will all three routes next leave the terminal together?

A 6:36 a.m.

B 7:00 a.m.

C 7:30 a.m.

D 9:00 a.m.

48. Two-thirds of a kilo of bangus costs 120 pesos. At the same price, how much will 2 1/2 kilos cost?

A 180 pesos

B 200 pesos

C 300 pesos

D 450 pesos

49. What number comes next?

3, 8, 15, 24, 35, ___

- A 48
- B 49
- C 50
- D 52

50. Mila, Nora and Olive share 2,400 pesos. Nora gets 300 pesos more than Mila, and Olive gets 300 pesos more than Nora. How much does Mila receive?

- A 500
- B 600
- C 700
- D 800

51. Which of the following values is the least?

- A 37%
- B 0.38
- C 3/8
- D 2/5

52. Evaluate: $-3^2 + (-3)^2 - 2 \times (-3)$

- A -6
- B 6
- C 12
- D 24

53. Two buses leave the same terminal at the same time and travel in opposite directions. Their speeds are in the ratio 4:5. After 3 hours they are 270 kilometers apart. What is the speed of the faster bus?

A. 40 km/h

B. 45 km/h

C. 50 km/h

D. 54 km/h

54. What number comes next?

3, 20, 6, 17, 9, 14, 12, ___

A. 9

B. 10

C. 11

D. 15

55. After a 20% discount, a rice cooker costs 1,440 pesos. What was its original price?

A. 1,152

B. 1,460

C. 1,728

D. 1,800

56. Maria saved 1,800 pesos, which is 15% of her monthly salary. What is her monthly salary?

A. 270 pesos

B. 2,070 pesos

C. 12,000 pesos

D. 27,000 pesos

57. Evaluate: $(2^3 \times 2^4) \div 2^2 + 5^0$

A 32

B 33

C 37

D 65

58. At a water refilling plant, 6 machines fill 900 bottles in 5 hours. At the same rate per machine, how many bottles will 8 machines fill in 3 hours?

A 720

B 540

C 1,200

D 2,000

59. What number comes next?

4, 5, 9, 14, 23, 37, ___

A 51

B 60

C 61

D 74

Clerical Ability

Items 60 to 81

Clerical Ability has 22 items for now, fewer than the other parts. More practice questions are being written, and the next edition of this file will have them. The other subjects have extra items in the meantime.

60. Names are filed by surname, then first name. The four folders below all have the surname Aquino. Which folder is filed last?

A. Aquino, Joel

B. Aquino, Joey

C. Aquino, John

D. Aquino, Josefina

61. Which word is misspelled?

A. library

B. business

C. address

D. enviroment

62. Files are arranged by surname. Treat the prefixes Dela, De and Delos as part of the surname and write the surname as one word, so Delos Santos is read as DELOSSANTOS. The folder of Rogelio Delos Santos has the first name Rogelio and the surname Delos Santos. Under which guide letter is it placed?

A R

B S

C D

D L

63. Which word is misspelled?

A occurence

B knowledge

C temporary

D procedure

64. Arrange the names by surname, then first name (A to Z). The names to be filed are:

1. Mendoza, Carla
2. Medina, Zenaida
3. Mendoza, Aaron

Which list shows the correct filing order?

A 2, 3, 1

B 2, 1, 3

C 3, 1, 2

D 3, 2, 1

65. Choose the correct spelling to complete the sentence.

The office will ____ be closed on the national holiday.

A definately

B definitly

C definetely

D definitely

66. Letters are filed by date, from the oldest to the newest. Dates are written month/day/year. Which letter is filed last?

A 02/27/2024

B 12/31/2023

C 11/05/2023

D 01/30/2024

67. Which word is misspelled?

A assistance

B absence

C competance

D conference

68. Arrange the names by surname, then first name, then middle name (A to Z). Each name is written as surname, first name and middle name. Which name is filed first?

A Garcia, Marian Aquino

B Garcia, Maricar Bautista

C Garcia, Maria Santos

D Garcia, Maria Cruz

69. Which word is misspelled?

A yield

B chief

C ceiling

D wieght

70. Arrange the names by surname, then first name, then middle name (A to Z). Treat each surname as one word and ignore spaces, so Dela Cruz is DELACRUZ, De Leon is DELEON and Delos Reyes is DELOSREYES. Each name is written as surname, first name and middle name.

1. De Leon, Rico Aguilar
2. Dela Cruz, Rico Bautista
3. Delos Reyes, Rico Aguilar
4. Dela Cruz, Nena Soriano
5. Dela Cruz, Rico Aguilar

Which name is filed third?

A Dela Cruz, Rico Aguilar

B Dela Cruz, Rico Bautista

C De Leon, Rico Aguilar

D Dela Cruz, Nena Soriano

71. Choose the correct spelling to complete the sentence.

Please do not ____ the speaker while she is presenting the budget.

A interupt

B interrupt

C intterupt

D interrubt

72. A records room keeps its cabinet drawers by the first letter of the surname: Drawer 1 holds A to D, Drawer 2 holds E to L, Drawer 3 holds M to R and Drawer 4 holds S to Z. Files are arranged by surname, and a suffix such as Jr. is not part of the surname. A new folder is for Samuel Dizon Pineda Jr., whose middle name is Dizon. In which drawer does it belong?

A. Drawer 1 (A to D)

B. Drawer 2 (E to L)

C. Drawer 3 (M to R)

D. Drawer 4 (S to Z)

73. Choose the correct spelling to complete the sentence.

Neighbors reported the late-night karaoke to the barangay as a public ____.

A. nuisance

B. nusiance

C. nuisanse

D. newsance

74. Files are arranged by surname from A to Z, comparing the letters one by one from the left. Four surnames are spelled almost alike: Gonzalez, Gonzaga, Gonsalez and Gonzales. Which surname is filed third?

A. Gonzales

B. Gonzaga

C. Gonsalez

D. Gonzalez

75. Folders on a shelf are filed by number, from the smallest to the largest. Reading the shelf from left to right, the numbers are 310, 458, 1,046, 1,164, 640 and 1,640. Only one folder is out of place. Which one?

A. 458

B. 640

C. 1,046

D. 1,164

76. Letters in a client's folder are kept with the newest letter on top and the oldest at the bottom. Dates are written month/day/year. From top to bottom, the folder holds letters dated 02/14/2024, 11/20/2023, 09/05/2023 and 12/28/2022. A new letter dated 10/03/2023 arrives. Where does it go?

A. On top, above 02/14/2024

B. Between 02/14/2024 and 11/20/2023

C. Between 11/20/2023 and 09/05/2023

D. Between 09/05/2023 and 12/28/2022

77. Surnames are filed letter by letter from A to Z, exactly as written. Mc is not read as Mac. Reading the shelf from left to right, the folders are Macasaet, Madrigal, Mercado and Mojica. A new folder for McKenzie arrives. Where does it belong?

A. Before Macasaet

B. Between Macasaet and Madrigal

C. Between Madrigal and Mercado

D. Between Mercado and Mojica

78. These names are written as they appear on letters, first name first. Folders are filed by surname, then first name, then middle initial, from A to Z. Titles such as Atty., Dr., Engr. and Hon. are ignored. A name with no middle initial comes before the same name with one.

1. Atty. Rosa M. Tolentino
2. Dr. Rosa L. Tolentino
3. Engr. Ramon T. Tolentino
4. Hon. Rosa Tolentino

Which folder is filed third?

- A Atty. Rosa M. Tolentino
- B Dr. Rosa L. Tolentino
- C Engr. Ramon T. Tolentino
- D Hon. Rosa Tolentino

79. Business permits are filed by date of issue, from the oldest to the newest. Which permit is filed third?

1. June 4, 2023
2. April 30, 2024
3. June 14, 2022
4. January 9, 2024
5. June 4, 2022

- A June 14, 2022
- B June 4, 2023
- C January 9, 2024
- D April 30, 2024

80. Letters are filed by date, from the oldest to the newest. Dates are written month/day/year. Reading the folder from front to back, the letters are dated 01/15/2024, 02/10/2024, 02/28/2024, 03/01/2024, 02/03/2024 and 03/20/2024. Only one letter is out of place. Which one?

A. 02/10/2024

B. 02/28/2024

C. 03/01/2024

D. 02/03/2024

81. Names are filed by surname, then first name, from A to Z. Two neighboring folders on the shelf are Lacsamana, Rosa and Ladera, Elmer. Which new folder belongs between them?

A. Lacsamana, Ramon

B. Labayen, Teresa

C. Lagman, Nilo

D. Lacson, Arturo

General Information

Items 82 to 100

General Information has 19 items for now, fewer than the other parts. More practice questions are being written, and the next edition of this file will have them. The other subjects have extra items in the meantime.

82. Article I of the 1987 Constitution says the waters around, between and connecting the islands of the archipelago, regardless of their breadth and dimensions, form part of which area?

A. The territorial sea of the Philippines

B. The internal waters of the Philippines

C. The exclusive economic zone

D. The high seas

83. Under Section 2 of RA 6713, public officials and employees shall at all times be accountable to whom?

A. Their immediate superiors

B. The people

C. The leaders who appointed them

D. The Civil Service Commission

84. In what year did the United Nations General Assembly proclaim the Universal Declaration of Human Rights?

A. 1945

B. 1966

C. 1948

D. 1987

85. Which Philippine law is known as the Ecological Solid Waste Management Act of 2000?

A Republic Act 8749

B Republic Act 9003

C Republic Act 9275

D Republic Act 7586

86. A general announces that the Armed Forces will no longer take orders from the elected civilian leaders of the country. Which principle in Article II of the Constitution does this go against?

A The separation of Church and State is inviolable.

B The State pursues an independent foreign policy.

C The Philippines pursues a policy of freedom from nuclear weapons.

D Civilian authority is supreme over the military at all times.

87. Which of the following is NOT counted as a "gift" under Section 3 of RA 6713?

A An unsolicited item of nominal value, not given in anticipation of or in exchange for a favor

B A sale of property to an official that is only a simulated, ostensibly onerous transaction

C A thing of substantial value given for free to an official by a non-relative on Christmas Day

D A thing given for free to an official in anticipation of a favor from the official

88. Article II, Section 2 of the Constitution says the Philippines renounces war as an instrument of what?

A Economic policy

B Foreign trade

C Local government

D National policy

89. Which agency is the primary government agency responsible for implementing and enforcing the Philippine Clean Water Act of 2004 (RA 9275)?

A. Department of the Interior and Local Government

B. Department of Public Works and Highways

C. Department of Health

D. Department of Environment and Natural Resources

90. Under Article III, Section 12, a person under investigation for an offense has the right to remain silent and to have competent and independent counsel. How may these rights be waived?

A. By an oral waiver witnessed by two police officers

B. By a written waiver signed before the investigating officer only

C. Only in writing and in the presence of counsel

D. By failing to ask for a lawyer at the start of questioning

91. A records officer serves a supporter of the mayor and a leader of the mayor's rival party with the same promptness and courtesy. Which norm of conduct does this show best?

A. Commitment to democracy

B. Nationalism and patriotism

C. Simple living

D. Political neutrality

92. Which power does Article XIII, Section 18 of the Constitution give to the Commission on Human Rights?

A. Issuing warrants of arrest against suspected violators

B. Exercising visitorial powers over jails, prisons or detention facilities

C. Trying and sentencing violators of human rights

D. Suspending the privilege of the writ of habeas corpus

93. Presidential Decree 1151, the Philippine Environmental Policy, requires which document for every action or project that significantly affects the quality of the environment?

A. A clearance from the barangay captain

B. A detailed environmental impact statement

C. A certificate of title to the land

D. A tax clearance certificate

94. Which person is a citizen of the Philippines under Article IV, Section 1 of the Constitution?

A. Someone whose father or mother is a citizen of the Philippines

B. Someone born in the Philippines whose parents are both foreign citizens

C. A foreigner who has lived in the Philippines for twenty years

D. A foreigner who is married to a Filipino citizen

95. An agency rewrites its permit procedure in plain language, posts the steps and fees at the counter, and removes two unnecessary signatures to cut red tape. Which norm of conduct is this?

A. Responsiveness to the public

B. Professionalism

C. Justness and sincerity

D. Commitment to democracy

96. RA 9745 treats freedom from torture as an absolute right. What does Section 6 mean by this?

A. Torture may be justified while the country is in a declared state of war.

B. Torture may be allowed in a public emergency if the President approves it.

C. Torture may be used when an order of battle names the person as a target.

D. War, a public emergency or an order of battle can never be used to justify torture.

97. An official proposes to use the Solid Waste Management Fund to create ten new positions and pay the salaries of the staff. What does RA 9003 say about this proposal?

A. It is not allowed, because the Fund cannot be used for positions or salaries

B. It is allowed if the Commission approves it by a majority vote of its members

C. It is allowed, but only for positions in the National Ecology Center under the Commission

D. It is allowed if the salaries are paid only from the fines collected under Section 49

98. On election day, which of these Filipino citizens, none disqualified by law, may vote? Take each description as true on election day.

A. A 17-year-old who has lived in the Philippines all his life

B. A 30-year-old who has lived in the Philippines for three years but in his town for only two months

C. A 25-year-old who has lived in the Philippines for only eight months

D. A 45-year-old who cannot read or write and has lived in his barangay for five years

99. A department head turns down a favored deal for a company owned by his sister-in-law, and he treats poor clients with the same respect as every other client. Which norm of conduct does this show best?

A. Professionalism

B. Justness and sincerity

C. Responsiveness to the public

D. Political neutrality

100. Mang Berto is arrested in Tarlac on a theft complaint, and no lawyer is at the station. The investigator tells him, "Just say out loud that you do not need a lawyer, and we can start." Mang Berto says it. What is the effect of this waiver under the Constitution and RA 7438?

A. It is invalid, because a waiver must be in writing and made in the presence of counsel

B. It is valid, because the barangay captain can later confirm that he said it

C. It is valid, because a spoken waiver heard by two police officers is enough

D. It is invalid, because the right to counsel can never be waived in any way

Answers and short explanations

Verbal Ability

1. **D** To mitigate means to lessen. We mitigate a problem when we make it less harsh, painful or serious, such as mitigating the damage of a flood. Worsen is the opposite, delay means to put off, and dispute means to argue. None of these describe making something less severe, so lessen is the closest word.

2. **B** The correct sentence is: Neither the clerks nor the supervisor was told about the new schedule. With neither and nor, the verb agrees with the subject closest to it. Here the closest subject is the singular supervisor, so the verb is was. The other choices match the verb to the wrong subject.

3. **B** The correct order is 4-5-2-1-3. The paragraph first announces the new filing system, then describes the old method. Next it states the slow search that resulted, introduced by As a result. Then it presents the new system as the solution to that problem, and it ends with the faster result that staff now enjoy.

4. **A** During the first week of the move, only the payment of real property tax at one counter will still be available. The notice says that all other services will be suspended during that week. Choices that mention other fees, business permits or full service at the annex building are not supported by the passage.

5. **C** The correct word is therefore. The first part gives a cause, the road was closed because of flooding, and the second part gives the result, employees reported late. Therefore introduces a result. However shows contrast, and although and unless begin clauses that need a main clause, so they do not fit after a semicolon.

6. **C** The comma splice is: The report was late, the director asked for an explanation. A comma splice joins two complete sentences with only a comma. The other choices fix the problem correctly with the conjunction so, a semicolon, or a period. So the sentence joined by a lone comma is the splice.

7. **C** Ang tayutay sa pangungusap ay pagsasatao. Ang mga dahon ay hindi tao, ngunit binigyan sila ng kilos ng tao, ang pagsasayaw. Kapag ang bagay o hayop ay gumagawa ng kilos ng tao, pagsasatao ang tawag dito. Hindi ito pagtutulad na gumagamit ng parang, hindi pagwawangis at hindi pagmamalabis.

8. **C** Ang wastong pangungusap ay Nagbasa nang malakas ng ulat ang kalihim sa pulong. Ginagamit ang nang bago ang salitang naglalarawan kung paano ginawa ang kilos, kaya nang malakas. Ginagamit ang ng bago ang layon ng pandiwa, kaya ng ulat ang wasto. Sa ibang pagpipilian, nagpalit o naulit ang dalawang gamit.

9. **B** Ang pangunahing diwa ay nakababawas sa gastos sa kuryente ang maliliit na gawi ng mga kawani. Ipinakita ng talata ang mga simpleng hakbang, gaya ng pagpatay ng ilaw at pagbukas ng bintana, at ang pagbaba ng singil pagkalipas ng tatlong buwan. Walang binanggit na pagbabawal sa aircon o dami ng kompyuter.

10. **A** Tenacious means persistent. A tenacious person holds firmly to a goal and does not give up easily, even when the task is difficult. Fragile tempts people who confuse tenacious with tenuous, which means weak. Talkative and hasty describe speech and speed, not determination. So the closest word to tenacious is persistent.

11. **D** The correct verb is is. The subject of the sentence is the phrase reading the guidelines carefully, which names one action, so it takes a singular verb. Guidelines is only the object of reading, so the plural noun should not decide the verb. Are, were and have been wrongly follow the plural noun nearest to the blank.

12. **C** The correct order is 4-3-1-5-2. The paragraph starts with the time before the printing press, when books were copied by hand. It explains that this work made books costly, then says the press changed this by producing many copies quickly. Cheaper books let more people read, and in time reading helped ideas travel faster.

13. **B** The main purpose of the notice is to inform residents of a temporary change in service and advise them what to do. It explains that the payment counters are moving, that only one counter will work in the first week, and that residents should pay early. It does not announce a new tax or an opening.

14. **A** The correct word is Although. The word still shows that the second part is surprising compared with the first: a limited budget normally makes finishing on time harder. Although introduces that contrast. Because gives a reason, unless gives a condition, and therefore gives a result, so none of them match the meaning.

15. **D** The best revision is: The auditor returned to the cashier the receipts that were missing signatures. A describing clause must sit next to the noun it describes. The receipts are the ones missing signatures, so the clause must follow the receipts. The other choices keep it beside the cashier.

16. **D** Ang isang kahig, isang tuka ay sawikaing nangangahulugang kakasya lamang ang kita sa pang-araw-araw na pangangailangan. Galing ang larawan sa manok na kailangang kumahig bago makatuka ng pagkain. Kapag walang kinita ngayon, walang magagastos bukas. Hindi ito literal na tungkol sa manok, pagtitipid para sa bahay o paglipat ng tirahan.

17. **B** Ang wastong pangungusap ay Pumunta rin si Ben sa pulong. Ginagamit ang rin pagkatapos ng salitang nagtatapos sa patinig, at ginagamit ang din pagkatapos ng salitang nagtatapos sa katinig. Ang pumunta ay nagtatapos sa a, kaya rin ang tama. Ang nagbayad at dumating ay nagtatapos sa katinig, kaya din ang dapat gamitin.

18. C Ang layunin ng may-akda ay ipakita na may dagdag na pakinabang ang paglilinis ng kanal. Ayon sa kapitan sa talata, hindi lamang baha ang naiiwasan, kundi napapalapit din ang loob ng mga residente. Walang reklamo tungkol sa basura, utos na magbayad para sa trak o aralin sa paggawa ng sako.

19. A The opposite of prudent is reckless. A prudent person thinks ahead and avoids unnecessary risk, while a reckless person acts without thinking about the danger. Careful and wise are close in meaning to prudent, so they are wrong in an opposite-meaning question. Thrifty is limited to saving money. So reckless is the correct antonym.

20. C The correct pronoun is me. The blank comes after between, which is a preposition, and a pronoun after a preposition takes the object case. I is a subject pronoun, so between Mr. Aquino and I is wrong. Myself is reflexive and needs an I earlier in the sentence, while mine is possessive and does not fit.

21. A The correct order is 5-4-1-2-3. The paragraph begins with the problem of low reservoirs after a long dry season. It then says the water district may ask households to limit their use. Some families reuse water, and others repair leaking pipes. The last sentence sums up these small actions and says they can delay strict rationing.

22. D The best title is Understanding Storm Signals Helps People Prepare. The passage explains that warnings come as a series of signals that grow stronger as a storm nears, and that residents who understand them can prepare early. The other titles focus on storm formation, class cancellation or sea travel, which are not the whole message.

23. B The correct answer is did they meet. When a sentence begins with not only, the helping verb must come before the subject, so the order is did they meet. The normal order they met is wrong in this position, they have met has the wrong order, and met they leaves out the helping verb.

24. A The best combination is: Although the clinic opened early, many patients still waited in a long line. Opening early should shorten the wait, yet patients still waited, so the two ideas contrast, and although shows contrast. So gives a result, because gives a cause, and a lone comma joins two sentences incorrectly.

25. D Sa pangungusap, ang matalas ay nangangahulugang mabilis umunawa. Ang matalas na isip ay mabilis makaintindi at makaisip ng sagot, kaya agad nasagot ni Lourdes ang mahirap na tanong. Ang matulis na dulo ay literal na kahulugan lamang ng matalas, at walang sinabing malakas ang boses o mahilig makipagtalo si Lourdes.

26. **A** Ang wastong pangungusap ay Ayon kay Liza, hindi pa tapos ang proyekto. Ginagamit ang kay bago ang pangalan ng tao, at ginagamit ang sa bago ang karaniwang pangngalan, gaya ng ayon sa ulat. Hindi ginagamit ang ni pagkatapos ng ayon. Mali rin ang ayon sa Liza at ayon kay ulat dahil nagpalit ang gamit.

27. **B** Ang layunin ng may-akda ay ipakita na nagiging maayos ang proseso kapag sumusunod sa tagubilin. Sumunod si Aling Nena sa karatula, kaya hindi na siya pabalik-balik sa bintana at hawak na niya ang sertipiko pagdating ng alas-nuwebe. Hindi nito hinihimok ang mga tao na huwag pumila o binabatikos ang mga kawani.

28. **B** In this sentence, defer means postpone. The clue is that the vote will wait until all members can attend, so it is moved to a later time, not dropped or finished. Cancel would end the vote, approve would pass it, and repeat would hold it again. Only postpone matches the meaning of defer here.

29. **C** The correct sentence is: The new software is easier to use than the old one. Two things are compared, so the comparative easier is needed, and a short adjective like easy takes -er. More easier is a double comparative, easiest is a superlative that does not go with than, and very cannot modify a comparative.

30. **D** The correct order is 2-5-4-1-3. The paragraph opens with the general claim that sleep matters as much as food and exercise. It then gives a specific effect, poor concentration, followed by an example of errors at work. A second effect, weakened defenses, comes next, and the paragraph ends with advice to make time for sleep.

31. **C** Residents who know what each signal means are less likely to be caught unprepared. The last sentence says that people who understand the signals can prepare early instead of waiting for last-minute announcements. The other choices are unsupported or opposite: not every storm reaches the highest level, and residents, not only officials, benefit.

32. **C** The correct word is reduce. The word but shows that the result, more steps, is the opposite of what the rule was meant to do. A new rule is meant to improve service, so its goal was to reduce delays. Cause and prolong would make the goal harmful, and excuse does not fit the sentence.

33. **D** The clearest combination is: Ms. Cruz, who previously worked in the budget office, is the new records officer. The clause who previously worked in the budget office describes Ms. Cruz and is set off by commas. The other choices are a comma splice, a misuse of where, and a sentence with an extra pronoun.

Numerical Ability

34. B The missing number is 33. In the series 12, 19, 26, ___, 40, each term is 7 more than the one before it, because 19 minus 12 and 26 minus 19 both equal 7. Adding 7 to 26 gives 33, and adding 7 to 33 gives the next term, 40, so the pattern fits.

35. C The fare is 23 pesos. The first 4 kilometers cost 13 pesos. A 9-kilometer ride has 9 minus 4, or 5 extra kilometers, and 5 times 2 pesos is 10 pesos. Adding the base fare and the extra charge gives 13 plus 10, which is 23 pesos.

36. B The ribbon that is left is 2 7/12 meters long. Change both mixed numbers to twelfths: 5 1/3 is 5 4/12 and 2 3/4 is 2 9/12. Since 4/12 is less than 9/12, borrow 1 whole from the 5, which makes it 4 16/12. Then 16/12 minus 9/12 is 7/12, and 4 minus 2 is 2.

37. C The value is -55. Do the powers first: $(-2)^3$ is -8 and $(-3)^2$ is 9. Then -8 × 9 = -72, (-40) ÷ (-8) = 5, and 6 × (-2) = -12. The expression becomes -72 + 5 - (-12). Subtracting a negative number means adding, so the result is -72 + 5 + 12, which equals -55.

38. B The largest share is 12,000 pesos more than the smallest. The ratio 2:3:4 has 9 parts in all, so one part is 54,000 divided by 9, or 6,000 pesos. The shares are 12,000, 18,000 and 24,000 pesos. The difference between the largest and the smallest is 2 parts, which is 12,000 pesos.

39. D The missing number is 66. The series 94, 87, 80, 73, ___, 59 goes down by 7 each time, since every neighboring pair differs by 7. Subtracting 7 from 73 gives 66, and subtracting 7 from 66 gives 59, the next given term. So the number that completes the series is 66.

40. D There are 15 liters of water in 20 liters of the solution. The solution has 1 part pesticide and 3 parts water, which is 4 parts in all, so water is 3/4 of the solution. Three quarters of 20 liters is 15 liters. The other 5 liters are pesticide, and 15 plus 5 makes 20.

41. B The grocer can fill 12 bags. Change 4 1/2 to 9/2, then divide by 3/8 by multiplying by the flipped fraction 8/3. Then 9/2 times 8/3 equals 72/6, which is 12. As a check, 12 bags of 3/8 kilo each make 36/8, or 4 1/2 kilos. Multiplying instead of dividing would wrongly give 1 11/16.

42. D The longest possible piece is 42 meters. The length must divide both 84 and 126, so find their greatest common factor. The shared prime factors are 2, 3 and 7, and 2 × 3 × 7 is 42. Smaller lengths such as 21 or 14 also work, but they are not the longest.

43. C The cousins saved 8,400 pesos altogether. The most and least savers differ by 6 minus 3, or 3 parts, and that gap is 1,800 pesos, so one part is 600 pesos. All three shares make 14 parts, and 14 times 600 gives 8,400 pesos.

44. C The next number is 324. In the series 4, 12, 36, 108, each term is 3 times the term before it, because 12 divided by 4, 36 divided by 12 and 108 divided by 36 all equal 3. The differences are not equal, so this is a ratio series. Multiplying 108 by 3 gives 324.

45. D The larger integer is 39. Consecutive odd integers differ by 2, so call them n and n plus 2. Their sum is 2n plus 2, which equals 76, so n is 37. The two numbers are 37 and 39, and their sum is 76. The larger one is 39. Half of 76, which is 38, is not odd.

46. C The greatest fraction is 11/14. Each fraction is less than 1, so compare how far each one falls short of 1. The gaps are 1/4, 2/9, 3/14 and 2/7. The smallest gap is 3/14, about 0.21, so 11/14 is the largest. In decimals, 3/4, 7/9, 11/14 and 5/7 are 0.75, 0.78, 0.79 and 0.71.

47. D They will next leave together at 9:00 a.m. The waiting time must be a multiple of 12, 18 and 30, so find the least common multiple, which is 180 minutes, or 3 hours. Using only two of the routes gives an earlier time, which is wrong.

48. D It will cost 450 pesos. Two-thirds of a kilo costs 120 pesos, so one whole kilo costs 120 divided by two-thirds, which is 180 pesos. Multiplying 180 by 2.5 kilos gives 450 pesos. The answer 180 is only the price of one kilo.

49. A The next number is 48. The differences are 5, 7, 9 and 11, so each difference is 2 more than the one before. The next difference is 13, and 35 plus 13 is 48. Each term is also a perfect square minus 1, and the next is 7 squared minus 1, which is 48.

50. A Mila receives 500 pesos. Call her share x. Nora gets x plus 300, and Olive gets x plus 600. The total is 3x plus 900, which equals 2,400, so 3x is 1,500 and x is 500. The shares are 500, 800 and 1,100, which add up to 2,400.

51. A The least value is 37 percent. Change everything to decimals so they can be compared: 37 percent is 0.37, 3/8 is 0.375, the decimal 0.38 stays as it is, and 2/5 is 0.4. Written as 0.370, 0.375, 0.380 and 0.400, the numbers show that 0.37 is the smallest, so 37 percent is the least.

52. B The value is 6. In -3^2, the exponent applies only to the 3, so it equals -9. In $(-3)^2$, the brackets make the whole -3 squared, so it equals 9. Subtracting 2 × (-3), which is -6, adds 6. So -9 + 9 + 6 equals 6. Treating -3^2 as 9 gives the wrong answer 24.

53. C The faster bus travels at 50 km/h. Because the buses move apart, the distance between them grows at the sum of their speeds, which is 270 divided by 3, or 90 km/h. This sum is 9 parts of the 4:5 ratio, so one part is 10, and the faster bus has 5 parts.

54. C The next number is 11. The series mixes two patterns. The terms in odd places, 3, 6, 9 and 12, go up by 3. The terms in even places, 20, 17 and 14, go down by 3. The next term is in an even place, so it is 14 minus 3, which is 11.

55. D The original price was 1,800 pesos. A 20 percent discount means the customer pays 80 percent of the original price. So 0.80 times the original price equals 1,440. Dividing 1,440 by 0.80 gives 1,800. As a check, 20 percent of 1,800 is 360, and 1,800 minus 360 is 1,440.

56. C Maria's monthly salary is 12,000 pesos. Since 1,800 pesos is 15 percent of the salary, divide 1,800 by 0.15 to find the whole. Another way is to see that 5 percent is 600, so 100 percent is 20 times 600, or 12,000. Taking 15 percent of 1,800 would give 270, which is a common slip.

57. B The value is 33. Multiplying powers of the same base adds the exponents, so $2^3 \times 2^4$ is 2^7. Dividing subtracts the exponents, so $2^7 \div 2^2$ is 2^5, which is 32. Any nonzero number to the power 0 equals 1, so 5^0 is 1. Then 32 + 1 = 33. Treating 5^0 as 0 gives 32.

58. A Eight machines fill 720 bottles in 3 hours. The first setup uses 6 × 5 = 30 machine-hours for 900 bottles, so each machine fills 30 bottles an hour. The new setup has 8 × 3 = 24 machine-hours, which gives 24 × 30 = 720 bottles. Both the number of machines and the hours must be adjusted.

59. B The next number is 60. Each term is the sum of the two terms before it: 4 plus 5 is 9, 5 plus 9 is 14, 9 plus 14 is 23, and 14 plus 23 is 37. So the next term is 23 plus 37, which equals 60. The differences alone do not show a simple pattern.

Clerical Ability

60. D The last folder is Aquino, Josefina. All four names share the surname Aquino, so the first names decide. Joel, Joey, John and Josefina all begin with Jo. The third letters are E, E, H and S, and S comes last in the alphabet. So Josefina is filed after Joel, Joey and John.

61. D The misspelled word is enviroment. The correct spelling is environment, which is the word environ plus the ending ment, so the letter n must stay before ment. Library, business and address are all spelled correctly. Checking the letters one by one shows that only enviroment is missing a letter.

62. C The folder of Rogelio Delos Santos goes under D. Files are arranged by surname, and the rule says to treat Delos Santos as one word, DELOSSANTOS. That word starts with D. The letter R belongs to the first name and S belongs to the second half of the surname, so neither one is used.

63. A The misspelled word is occurence. The correct spelling is occurrence, with two c's and two r's, because the r in occur is doubled before the ending ence. Knowledge, temporary and procedure are all spelled correctly. Only the first choice has a single r where the word needs a double r.

64. A The correct order is 2, 3, 1: Medina, Zenaida first, then Mendoza, Aaron, then Mendoza, Carla. Surnames are compared first. Medina comes before Mendoza because D comes before N in the third letter. The two Mendoza folders are then ordered by first name, and Aaron comes before Carla. Zenaida is not used to place Medina.

65. D The correct spelling is definitely. It is the word definite plus the ending ly, and the word finite sits inside de-FINITE-ly, so the vowels are i and then e. The form definately uses an a, definetely uses an e where the i belongs, and definitly drops the e before the ly.

66. A The letter dated 02/27/2024 is filed last. Letters are filed from the oldest to the newest, so the year is compared first. Two dates are in 2024, and February comes after January, so February 27, 2024 is the newest. The date 12/31/2023 has the biggest month number, but it is in the older year.

67. C The misspelled word is competance. The correct form is competence, which comes from competent, so it keeps the e: -ent becomes -ence. Absence, from absent, follows the same pattern. Assistance correctly ends in -ance and conference correctly ends in -ence, so only competance is wrong.

68. D The name filed first is Garcia, Maria Cruz. The surnames tie, so the first names decide. Maria is shorter than Marian and Maricar and has the same beginning, so it comes first. Two folders are Maria, so the middle names decide, and Cruz comes before Santos. The middle name is checked only after the first name.

69. D The misspelled word is wieght. The correct spelling is weight, which has the long a sound like eight and so takes ei, not ie. Yield and chief correctly use ie for the long ee sound, and ceiling correctly uses ei after the letter c. Only wieght breaks the rule.

70. B The third name is Dela Cruz, Rico Bautista. Writing each surname as one word puts Dela Cruz first, De Leon next and Delos Reyes last. Among the three Dela Cruz folders, Nena comes before Rico, and Rico Aguilar comes before Rico Bautista. The order of those three is Nena Soriano, Rico Aguilar, then Rico Bautista.

71. B The correct spelling is interrupt. It joins inter, meaning between, and rupt, meaning break, so the two r's meet in the middle: i-n-t-e-r-r-u-p-t. Interupt drops one r, intterupt wrongly doubles the t, and interrubt changes the final p to b. To interrupt is to break in while someone is speaking.

72. C The folder belongs in Drawer 3, which holds surnames from M to R. The surname is Pineda, because Samuel is the first name, Dizon is the middle name and Jr. is only a suffix. Pineda starts with P, and P falls between M and R. Using the middle name, the suffix or the first name would give the wrong drawer.

73. A The correct spelling is nuisance, written n-u-i-s-a-n-c-e. The letters u and i sit together right after the n, and the word ends in -ance. A nuisance is something that annoys or disturbs others, such as loud karaoke late at night. Nusiance, nuisanse and newsance are all misspellings.

74. A The third surname filed is Gonzales. Comparing letter by letter, Gonsalez is first because S comes before Z in the fourth letter. Gonzaga is second because G comes before L in the sixth letter. Gonzales and Gonzalez differ only in the last letter, and S comes before Z, so Gonzales is third and Gonzalez fourth.

75. B The folder numbered 640 is out of place. Numbers are filed by size, so each folder should be larger than the one before it. The shelf rises from 310 to 1,164, then drops to 640, then rises again to 1,640. Moving 640 to sit between 458 and 1,046 puts every folder in order.

76. **C** The new letter goes between 11/20/2023 and 09/05/2023. With the newest on top, the folder is read from latest to oldest. October 3, 2023 is older than November 20, 2023 but newer than September 5, 2023. The 2024 letter stays on top, and the 2022 letter stays at the bottom.

77. **C** The McKenzie folder goes between Madrigal and Mercado. Read as written, McKenzie is MCKENZIE, and its second letter C comes after the A in Macasaet and Madrigal but before the E in Mercado. Putting it next to Macasaet would only be right if Mc were read as Mac, which this rule does not allow.

78. **B** Dr. Rosa L. Tolentino is filed third. With titles ignored, all four share the surname Tolentino. Ramon comes before Rosa, so Ramon T. is first. Among the three Rosa folders, the one with no middle initial comes first, then L, then M. The full order is Ramon T., Rosa, Rosa L. and Rosa M.

79. **B** The permit dated June 4, 2023 is filed third. Dates are compared by year first, then month, then day. The two 2022 permits, June 4 and June 14, come first and second. The only 2023 permit, June 4, is third. The 2024 permits follow, with January 9 before April 30.

80. **D** The letter dated 02/03/2024 is out of place. All dates are in 2024, so months and days decide. February 3 sits after March 1 in the folder, though it is older than both March 1 and February 10. When it is taken out, the other five dates are in order. It belongs right after 01/15/2024.

81. **D** Lacson, Arturo belongs between Lacsamana, Rosa and Ladera, Elmer. Lacson comes after Lacsamana because their fifth letters are O and A, and it comes before Ladera because C comes before D. Lacsamana, Ramon goes before Lacsamana, Rosa, Labayen goes before both folders, and Lagman goes after Ladera.

General Information

82. **B** The answer is the internal waters of the Philippines. Article I of the 1987 Constitution says the waters around, between and connecting the islands of the archipelago, regardless of their breadth and dimensions, form part of the internal waters. The territorial sea, exclusive economic zone and high seas are different areas.

83. **B** Public officials and employees are accountable to the people. Section 2 of RA 6713 declares that the State promotes a high standard of ethics in public service. Officials must at all times answer to the people, act with responsibility, integrity, competence and loyalty, and uphold public interest over personal interest.

84. **C** The United Nations General Assembly proclaimed the Universal Declaration of Human Rights in 1948. It was proclaimed in Paris on 10 December 1948 as a common standard of achievement for all peoples and all nations. It has 30 articles and is the foundation of international human rights law.

85. B Republic Act 9003 is the Ecological Solid Waste Management Act of 2000, as its Section 1 states. It sets up a systematic and ecological program for the segregation, collection, transport, treatment and disposal of solid waste. The other choices are different laws: RA 8749 is on clean air, RA 9275 on clean water, and RA 7586 on protected areas.

86. D The announcement goes against the principle that civilian authority is supreme over the military at all times. Article II, Section 3 of the 1987 Constitution states this rule and adds that the Armed Forces of the Philippines is the protector of the people and the State, with the goal of securing sovereignty and territorial integrity.

87. A The excluded item is an unsolicited gift of nominal or insignificant value that is not given in anticipation of, or in exchange for, a favor. Section 3(c) of RA 6713 otherwise treats anything given gratuitously as a gift, including a simulated sale, and a valuable present stays a gift even at Christmas.

88. D The Philippines renounces war as an instrument of national policy. Article II, Section 2 of the Constitution says so, and it also adopts the generally accepted principles of international law as part of the law of the land and adheres to the policy of peace, equality, justice, freedom, cooperation and amity with all nations.

89. D The Department of Environment and Natural Resources is the lead agency. Section 19 of RA 9275 makes the Department the primary government agency responsible for implementing and enforcing the Philippine Clean Water Act, unless the Act provides otherwise, and Section 4 defines the Department as the DENR. Local government units share responsibility for water quality in their areas.

90. C The rights can be waived only in writing and in the presence of counsel. Article III, Section 12(1) says a person under investigation must be told of the right to remain silent and to have competent and independent counsel, and these rights cannot be waived except in writing with a lawyer present.

91. D The scenario shows political neutrality. Section 4(A)(d) of RA 6713 requires public officials and employees to provide service to everyone without unfair discrimination and regardless of party affiliation or preference. Giving a supporter and a rival of the mayor the same prompt and courteous service is exactly what this norm asks.

92. B The Commission on Human Rights exercises visitorial powers over jails, prisons or detention facilities. Article XIII, Section 18 also lets it investigate civil and political rights violations, monitor treaty compliance and grant immunity to certain witnesses. Arrest warrants, trials and suspension of the writ are not on that list.

93. B The required document is an environmental impact statement. Section 4 of PD 1151 requires agencies, government corporations and private firms to prepare, file and include a detailed statement on the environmental impact, unavoidable adverse effects and alternatives in every action, project or undertaking that significantly affects the quality of the environment.

94. A A person whose father or mother is a citizen of the Philippines is a citizen. Article IV, Section 1 also lists those who were citizens when the Constitution was adopted, certain persons born before January 17, 1973 of Filipino mothers who elect citizenship, and those naturalized under law. Place of birth, long stay or marriage alone is not listed.

95. A This is responsiveness to the public. Section 4(A)(e) of RA 6713 requires prompt, courteous and adequate service, information on policies and procedures in clear and understandable language, simplified rules and procedures, and the avoidance of red tape. Plain language, posted steps and fewer signatures do exactly that.

96. D It means torture can never be justified. Section 6 of the Anti-Torture Act (RA 9745) says a state of war or threat of war, internal political instability, any other public emergency, or an order of battle shall not and can never be invoked as a justification for torture or other cruel, inhuman and degrading treatment.

97. A Section 46 of RA 9003 states that in no case shall the Solid Waste Management Fund be used for the creation of positions or the payment of salaries and wages. The Fund may finance facilities, awards, research, information activities, technical assistance and capability building, but not staff. The proposal is therefore not allowed.

98. D The 45-year-old who cannot read or write may vote. Article V, Section 1 requires age eighteen, one year of residence in the Philippines and six months in the place of voting, and it bars any literacy, property or other substantive requirement. The other three persons fail the age or the residence rule.

99. B The scenario shows justness and sincerity. Section 4(A)(c) of RA 6713 bars discrimination, especially against the poor and the underprivileged, and bars undue favors on account of office to relatives by consanguinity or affinity. Refusing a favored deal for a sister-in-law and treating poor clients equally fit this norm.

100. A The waiver is invalid. Under Article III, Section 12(1) of the 1987 Constitution and Section 2 of RA 7438, a person under investigation may waive the right to remain silent and to have counsel only in writing and in the presence of counsel. A spoken statement with no lawyer present has no legal effect.

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