Board Exam Desk

Civil Service Subprofessional Reviewer

Civil Service Exam - Subprofessional | CSE-SP | 120 original questions

2026 Edition | Updated November 2026

Practice verbal and numerical ability, clerical operations and general information on the Constitution, ethics, human rights and the environment.

Practice questions

Verbal Ability: Vocabulary and Spelling

1. Choose the word closest in meaning to DILIGENT.

A. Lazy
B. Careless
C. Hardworking
D. Rude

2. Choose the word closest in meaning to CANDID.

A. Secretive
B. Frank
C. Hesitant
D. Shy

3. Choose the word opposite in meaning to SCARCE.

A. Plentiful
B. Rare
C. Limited
D. Small

4. Choose the word opposite in meaning to HOSTILE.

A. Friendly
B. Aggressive
C. Suspicious
D. Bitter

5. Which word is spelled correctly?

A. Acommodate
B. Accomodate
C. Acomodate
D. Accommodate

6. Which of these words has the correct spelling?

A. Separate
B. Seperate
C. Separete
D. Seperete

7. Choose the word closest in meaning to COMMENCE.

A. Finish
B. Delay
C. Begin
D. Cancel

8. Choose the word opposite in meaning to EXPAND.

A. Contract
B. Enlarge
C. Extend
D. Increase

9. Select the correctly spelled word.

A. Neccessary
B. Necesary
C. Necessary
D. Neccesary

10. Choose the word closest in meaning to PRUDENT.

A. Reckless
B. Wasteful
C. Careful
D. Forgetful

11. Choose the word opposite in meaning to TEMPORARY.

A. Brief
B. Short
C. Permanent
D. Passing

12. Which word is correctly spelled?

A. Government
B. Goverment
C. Governmment
D. Governmint

13. Choose the word closest in meaning to MEAGER.

A. Abundant
B. Generous
C. Scanty
D. Costly

14. Pick the word with the correct spelling.

A. Receive
B. Recieve
C. Receeve
D. Receve

15. In the sentence 'The clerk was asked to verify the documents before filing them,' the word VERIFY means

A. To destroy them
B. To make extra copies of them
C. To hide them from others
D. To confirm that they are accurate

Verbal Ability: Grammar and Correct Usage

16. Choose the correct word: Neither the manager nor the clerks ___ present at the meeting.

A. were
B. was
C. is
D. has been

17. Choose the correct word: Each of the applicants ___ required to submit two photos.

A. is
B. are
C. were
D. have

18. Choose the correct word: She has been working in this office ___ 2019.

A. for
B. from
C. since
D. at

19. Which sentence is grammatically correct?

A. He and I went to the city hall.
B. Him and I went to the city hall.
C. He and me went to the city hall.
D. Him and me went to the city hall.

20. Choose the correct word: The report was handed to Ana and ___.

A. me
B. I
C. myself
D. mine

21. What is the past tense of the verb 'bring'?

A. brought
B. brang
C. bringed
D. brung

22. Choose the correct word: If I ___ you, I would accept the job offer.

A. am
B. were
C. will be
D. have been

23. Choose the correct word: The office changed ___ schedule for the holidays.

A. it's
B. its'
C. its
D. it is

24. Choose the correct word: The committee ___ its decision yesterday.

A. announced
B. announces
C. will announce
D. announcing

25. Choose the correct word: There ___ many forms on the receiving table.

A. are
B. is
C. was
D. has

26. Choose the correct word: The seminar will be held ___ Monday.

A. in
B. at
C. on
D. of

27. Choose the correct form: This hallway is ___ than the lobby.

A. more longer
B. longer
C. longest
D. most long

28. Which sentence is correct?

A. The documents was signed by the director.
B. The documents were sign by the director.
C. The documents were signing by the director.
D. The documents were signed by the director.

29. Choose the correct word: Ramon is the ___ of the three brothers.

A. taller
B. tallest
C. tall
D. more tall

30. Choose the correct word: She waited for ___ hour before her name was called.

A. a
B. many
C. an
D. few

Verbal Ability: Reading Comprehension

31. Read the passage: 'The municipal library extended its weekday hours until 7:00 in the evening so that working residents could borrow books after their shifts. Weekend hours stayed the same.' Why did the library extend its weekday hours?

A. To save on electricity
B. To serve residents who work during the day
C. To close earlier on weekends
D. To hire more librarians

32. Read the passage: 'The municipal library extended its weekday hours until 7:00 in the evening so that working residents could borrow books after their shifts. Weekend hours stayed the same.' What does the passage say about weekend hours?

A. They did not change.
B. They were extended until 7:00 p.m.
C. They were cancelled.
D. They were shortened.

33. Read the passage: 'Mang Ruben noticed that his vegetable plot produced less each year. A farm technician advised him to stop planting eggplant every season and to rotate eggplant, beans and corn instead. Two years later, his harvest had improved.' What most likely caused the improvement in his harvest?

A. Planting only eggplant
B. Changing the crop planted each season
C. Buying a bigger plot of land
D. Leaving the plot unplanted for two years

34. Read the passage: 'Mang Ruben noticed that his vegetable plot produced less each year. A farm technician advised him to stop planting eggplant every season and to rotate eggplant, beans and corn instead. Two years later, his harvest had improved.' Which statement best expresses the main idea?

A. Eggplant is the most profitable vegetable.
B. Following advice to rotate crops helped restore a farmer's harvest.
C. Farm technicians should plant their own crops.
D. Corn grows faster than beans.

35. Read the passage: 'Before submitting an application, make sure every field on the form is filled out, that your signature matches the one on your ID, and that all photocopies are clear. Incomplete applications will be returned without action.' What happens to an incomplete application?

A. It is processed but delayed.
B. It is returned without being processed.
C. It is accepted with a fine.
D. It is kept on file for a year.

36. Read the passage: 'Before submitting an application, make sure every field on the form is filled out, that your signature matches the one on your ID, and that all photocopies are clear. Incomplete applications will be returned without action.' The passage is mainly meant to

A. explain how to apply for an ID
B. describe how photocopiers work
C. list the office's opening hours
D. remind applicants to check their forms before submitting

37. Read the passage: 'Mangroves grow along coastlines where land meets the sea. Their tangled roots slow down waves and hold soil in place, protecting nearby villages during storms. The roots also shelter young fish and crabs.' According to the passage, how do mangroves protect coastal villages?

A. They block rain from reaching the villages.
B. They provide wood for building houses.
C. Their roots slow waves and hold soil in place.
D. They lower the temperature of the sea.

38. Read the passage: 'Mangroves grow along coastlines where land meets the sea. Their tangled roots slow down waves and hold soil in place, protecting nearby villages during storms. The roots also shelter young fish and crabs.' As used in the passage, the word SHELTER most nearly means

A. provide a safe place for
B. catch and sell
C. drive away
D. feed on

39. Read the passage: 'Lorna wanted to buy a sewing machine. Instead of buying snacks every afternoon, she dropped the money into a jar. After five months she had saved enough, and she used the machine to start a small tailoring business.' What can be inferred about Lorna?

A. She is disciplined about saving money.
B. She dislikes sewing.
C. She borrowed money to buy the machine.
D. She works in a snack store.

40. Read the passage: 'Lorna wanted to buy a sewing machine. Instead of buying snacks every afternoon, she dropped the money into a jar. After five months she had saved enough, and she used the machine to start a small tailoring business.' Which happened FIRST in the passage?

A. Lorna started a tailoring business.
B. Lorna bought a sewing machine.
C. Lorna stopped buying afternoon snacks.
D. Lorna had saved enough money.

41. Read the notice: 'Biodegradable waste will be collected every Tuesday and recyclable waste every Friday. Residents are asked to keep residual waste until the special Saturday collection.' On what day are recyclables collected?

A. Tuesday
B. Saturday
C. Monday
D. Friday

42. Read the notice: 'Biodegradable waste will be collected every Tuesday and recyclable waste every Friday. Residents are asked to keep residual waste until the special Saturday collection.' What should residents do with residual waste?

A. Put it out on Tuesday
B. Mix it with recyclables on Friday
C. Burn it in their yards
D. Keep it until the Saturday collection

43. Read the passage: 'Water boils at a lower temperature in high places because the air pressure there is lower. For this reason, cooking rice in mountain towns may take longer than cooking it near the sea.' Why may rice take longer to cook in mountain towns?

A. Rice grown in the mountains is harder.
B. Water boils at a lower temperature there.
C. Mountain towns use smaller pots.
D. The air in the mountains is warmer.

44. Read the passage: 'A good office memo states its purpose in the first sentence, gives only the details the reader needs, and ends with any action required. Long memos that bury the main point are often ignored.' Where should a memo state its purpose?

A. In the last paragraph
B. In the first sentence
C. In a separate attachment
D. After all the details

45. Read the passage: 'A good office memo states its purpose in the first sentence, gives only the details the reader needs, and ends with any action required. Long memos that bury the main point are often ignored.' According to the passage, what often happens to long memos that hide the main point?

A. They are often ignored.
B. They are always approved.
C. They are sent back for signing.
D. They are filed as confidential.

Numerical Ability

46. What is 348 + 276?

A. 614
B. 524
C. 624
D. 634

47. Evaluate: 18 - 6 ÷ 2 + 4

A. 10
B. 17
C. 11
D. 19

48. What is 36 × 25?

A. 850
B. 900
C. 925
D. 800

49. What is 1,728 ÷ 12?

A. 124
B. 144
C. 154
D. 136

50. What is 3/4 + 1/6?

A. 4/10
B. 5/6
C. 11/12
D. 7/12

51. What is 2/3 of 45?

A. 15
B. 25
C. 30
D. 35

52. Express 0.75 as a percent.

A. 7.5%
B. 75%
C. 0.75%
D. 750%

53. What is 20% of 350?

A. 70
B. 35
C. 60
D. 75

54. What is 2.5 × 0.4?

A. 10
B. 0.1
C. 0.01
D. 1

55. What number comes next in the series 3, 6, 12, 24, ...?

A. 36
B. 30
C. 48
D. 42

56. What number comes next in the series 2, 5, 10, 17, 26, ...?

A. 35
B. 36
C. 39
D. 37

57. What number comes next in the series 81, 27, 9, 3, ...?

A. 0
B. 2
C. 1/9
D. 1

58. A bag priced at PHP 250 is sold at a 12% discount. What is the sale price?

A. PHP 238
B. PHP 212
C. PHP 220
D. PHP 230

59. A clerk types 45 words per minute. How many words can she type in 20 minutes at the same rate?

A. 650
B. 900
C. 850
D. 950

60. What is the average of 82, 88, 90 and 76?

A. 84
B. 83
C. 85
D. 86

61. Two workers share PHP 1,200 in the ratio 3:5. How much is the smaller share?

A. PHP 400
B. PHP 480
C. PHP 750
D. PHP 450

62. If 5 ballpens cost PHP 60, how much do 8 ballpens cost?

A. PHP 96
B. PHP 90
C. PHP 100
D. PHP 108

63. A jeep travels at an average speed of 60 km per hour for 2.5 hours. How far does it travel?

A. 120 km
B. 135 km
C. 160 km
D. 150 km

64. A monthly salary of PHP 18,000 is increased by 5%. What is the new salary?

A. PHP 18,500
B. PHP 18,900
C. PHP 19,000
D. PHP 18,090

65. 15 is what percent of 60?

A. 15%
B. 20%
C. 40%
D. 25%

66. How much simple interest does PHP 5,000 earn in 2 years at 6% per year?

A. PHP 300
B. PHP 650
C. PHP 5,600
D. PHP 600

67. What is the least common multiple of 4, 6 and 9?

A. 18
B. 24
C. 36
D. 54

68. Which of the following has the greatest value?

A. 5/8
B. 0.6
C. 7/12
D. 0.65

69. Three workers can finish a job in 8 days. Working at the same rate, how many days will 6 workers need?

A. 16 days
B. 2 days
C. 6 days
D. 4 days

70. A customer buys items costing PHP 135.50 and PHP 89.75 and pays with a PHP 500 bill. How much change should she receive?

A. PHP 274.75
B. PHP 275.25
C. PHP 264.75
D. PHP 284.75

Clerical Operations

71. Filing by surname, which name comes FIRST in alphabetical order?

A. Santos, Maria
B. Santiago, Jose
C. Sanchez, Pedro
D. Salazar, Ana

72. All four records have the same surname. Which name comes LAST in alphabetical order?

A. Reyes, Carlo
B. Reyes, Carmen
C. Reyes, Carla
D. Reyes, Carlos

73. Following the rule 'nothing comes before something', which name should be filed FIRST?

A. Cruz, Juan
B. Cruz, Juan A.
C. Cruz, Juana
D. Cruz, Juan B.

74. Arranged alphabetically by surname, which name comes SECOND: Mendoza, Lim, Bautista, Garcia?

A. Mendoza
B. Lim
C. Garcia
D. Bautista

75. Which list is in correct alphabetical order?

A. Aquino, Ocampo, Pascual, Villanueva
B. Ocampo, Aquino, Pascual, Villanueva
C. Aquino, Pascual, Ocampo, Villanueva
D. Aquino, Ocampo, Villanueva, Pascual

76. Arranged in ascending order, which file number comes THIRD: 10425, 10254, 10524, 10245?

A. 10254
B. 10524
C. 10245
D. 10425

77. Which name is EXACTLY the same as 'Rosalinda M. Villareal'?

A. Rosalinda N. Villareal
B. Rosalinda M. Villareal
C. Rosalinda M. Villarreal
D. Rosalind M. Villareal

78. Which address is EXACTLY the same as 'Blk 12 Lot 7, Sampaguita St., Brgy. San Isidro'?

A. Blk 12 Lot 7, Sampaguita St., Brgy. San Isidro
B. Blk 12 Lot 1, Sampaguita St., Brgy. San Isidro
C. Blk 21 Lot 7, Sampaguita St., Brgy. San Isidro
D. Blk 12 Lot 7, Sampaguita St., Brgy. San Isidoro

79. Which number is EXACTLY the same as 4729-0381-5562?

A. 4729-0831-5562
B. 4729-0381-5562
C. 4729-0381-5526
D. 4792-0381-5562

80. Which pair of street names is NOT exactly alike?

A. Del Pilar Road / Del Pillar Road
B. Mabini Street / Mabini Street
C. Burgos Avenue / Burgos Avenue
D. Rizal Extension / Rizal Extension

81. Which pair of entries is exactly alike?

A. No. 7720-C / No. 7702-C
B. No. 5531-B / No. 5531-B
C. No. 3184-A / No. 3184-B
D. No. 6609-D / No. 6690-D

82. How many of these pairs are exactly alike? KLM 2045 / KLM 2045; NRT 7731 / NRT 7713; BGV 5590 / BGV 5590; PQX 1268 / PQX 1286

A. 1
B. 3
C. 2
D. 4

83. Compare the original and the copy. Original: 'Lot 14, Phase 3, Greenfield Subd., Cabanatuan City'. Copy: 'Lot 14, Phase 8, Greenfield Subd., Cabanatuan City'. Which part was copied incorrectly?

A. The lot number
B. The subdivision name
C. The phase number
D. The city

84. What should a receiving clerk do FIRST with incoming official letters?

A. File them right away without recording
B. Stamp the date and time of receipt and record them in the incoming logbook
C. Give them to whichever employee is free
D. Keep them in a drawer until the end of the week

85. In a filing system, what is the purpose of a cross-reference sheet?

A. To list the records scheduled for destruction
B. To record the office's petty cash expenses
C. To show that a record may also be found under another name or location
D. To log the names of visitors

86. When a folder is borrowed from the files, what should be put in its place?

A. An empty unlabeled folder
B. An out guide showing who borrowed it and when
C. Nothing, to save space
D. A blank sheet of paper

87. How should confidential records be handled once their retention period ends and disposal has been approved?

A. Throw them whole into an ordinary trash bin
B. Sell them intact to scrap buyers
C. Leave them in boxes along the hallway
D. Shred them following the office's disposal procedure

88. Chronological filing arranges records according to

A. name
B. subject
C. location
D. date

89. When taking a telephone message for an absent co-worker, which set of details is most essential?

A. Only the caller's first name
B. Caller's name and number, date and time of the call, and the message
C. Only the time the call ended
D. The caller's tone of voice

90. A filing system that groups records first by province and then by city or town is called

A. chronological filing
B. numeric filing
C. geographic filing
D. subject filing

General Information: Constitution, Ethics, Human Rights and Environment

91. In the 1987 Philippine Constitution, the Bill of Rights is found in which article?

A. Article II
B. Article VI
C. Article III
D. Article IX

92. Which constitutional guarantee states that no person shall be deprived of life, liberty or property without fair legal procedures?

A. Right of suffrage
B. Liberty of abode
C. Due process of law
D. Freedom of religion

93. Under the 1987 Constitution, who must personally determine probable cause before a search warrant or warrant of arrest is issued?

A. The chief of police
B. A judge
C. The barangay captain
D. The mayor

94. A person under investigation for committing an offense has the right to

A. be detained without charges for as long as needed
B. be questioned without being told of his rights
C. choose the investigating officer
D. remain silent and to have competent and independent counsel

95. A law that makes an act a crime even though it was innocent when it was done is called

A. a bill of attainder
B. an ex post facto law
C. a writ of habeas corpus
D. a tax ordinance

96. Which legal remedy is used to question the lawfulness of a person's detention?

A. Search warrant
B. Writ of habeas corpus
C. Subpoena
D. Notarial will

97. Under the Bill of Rights, no person shall be imprisoned for

A. robbery
B. illegal possession of firearms
C. homicide
D. debt or non-payment of a poll tax

98. Under the 1987 Constitution, natural-born citizens are those who

A. became citizens through naturalization
B. have lived in the Philippines for at least ten years
C. were born abroad to foreign parents
D. are citizens from birth without having to perform any act to acquire or perfect their citizenship

99. Under the 1987 Constitution, a person is a Filipino citizen if, among other grounds, his or her ___ is a citizen of the Philippines.

A. father only
B. mother only
C. father or mother
D. grandparent only

100. What is the minimum age to vote under the 1987 Constitution?

A. 16 years old
B. 18 years old
C. 21 years old
D. 25 years old

101. Under the 1987 Constitution, legislative power is vested in

A. the President and the Cabinet
B. the Supreme Court
C. the Commission on Elections
D. the Congress, made up of the Senate and the House of Representatives

102. Under the 1987 Constitution, executive power is vested in

A. the Senate President
B. the Chief Justice
C. the President
D. the Speaker of the House

103. Under the 1987 Constitution, judicial power is vested in

A. the Department of Justice
B. one Supreme Court and such lower courts as may be established by law
C. the Congress
D. the Office of the President

104. What is the term of office of the President under the 1987 Constitution?

A. Four years, with one reelection
B. Six years, with one reelection
C. Six years, without reelection
D. Three years, with two reelections

105. Under Article IX-B of the 1987 Constitution, the civil service embraces

A. all branches, subdivisions, instrumentalities and agencies of government, including government-owned or controlled corporations with original charters
B. only national government offices in Metro Manila
C. only elected officials
D. all private corporations

106. Under the 1987 Constitution, appointments in the civil service are made according to

A. political party membership
B. merit and fitness
C. family connections
D. length of residence in the town

107. The constitutional rule that no civil service officer or employee shall be removed or suspended except for cause provided by law protects

A. the right to strike
B. freedom of the press
C. security of tenure
D. the right to bear arms

108. Under the 1987 Constitution, officers and employees in the civil service are prohibited from

A. engaging in electioneering or partisan political campaigns
B. voting in elections
C. joining employee organizations
D. taking civil service examinations

109. Which body is the central personnel agency of the Philippine government?

A. Commission on Audit
B. Civil Service Commission
C. Department of Labor and Employment
D. Commission on Elections

110. Republic Act No. 6713 is known as the

A. Code of Conduct and Ethical Standards for Public Officials and Employees
B. Ecological Solid Waste Management Act
C. Philippine Clean Air Act
D. Local Government Code

111. Which of the following is one of the norms of conduct listed in RA 6713?

A. Loyalty to superiors above the public interest
B. Seniority over merit
C. Secrecy in all transactions
D. Simple living

112. Under RA 6713, within how many working days must public officials and employees respond to letters and requests from the public?

A. 5 working days
B. 30 working days
C. 60 working days
D. 15 working days

113. Under RA 6713, which document must public officials and employees file to disclose what they own and owe?

A. Statement of Assets, Liabilities and Net Worth (SALN)
B. Daily Time Record
C. Personal Data Sheet only
D. Income tax return of their neighbors

114. An applicant offers a government clerk money to speed up the processing of a permit. Under RA 6713, the clerk should

A. accept it if the amount is small
B. refuse, because public employees may not solicit or accept gifts in connection with their official duties
C. accept it and share it with co-workers
D. accept it only after office hours

115. Which international document, adopted by the United Nations General Assembly in 1948, sets out basic rights for all people?

A. Paris Agreement
B. Geneva Protocol on Trade
C. Kyoto Protocol
D. Universal Declaration of Human Rights

116. Which independent office created by the 1987 Constitution investigates violations of civil and political rights?

A. Commission on Audit
B. Civil Service Commission
C. Commission on Elections
D. Commission on Human Rights

117. Republic Act No. 9003 is also known as the

A. Philippine Clean Air Act of 1999
B. Clean Water Act
C. Ecological Solid Waste Management Act of 2000
D. Code of Conduct and Ethical Standards for Public Officials and Employees

118. Republic Act No. 8749 is also known as the

A. Ecological Solid Waste Management Act of 2000
B. Philippine Mining Act
C. Wildlife Resources Conservation and Protection Act
D. Philippine Clean Air Act of 1999

119. Under RA 9003, where should solid waste be segregated?

A. Only at the landfill
B. Only at the city hall
C. Only after it is collected by trucks
D. At the source, where the waste is generated, such as homes and offices

120. Which method of disposing of household garbage is prohibited under Philippine law such as RA 9003?

A. Open burning
B. Composting kitchen scraps
C. Segregating waste at home
D. Bringing recyclables to a materials recovery facility

Answer key

Civil Service Subprofessional

1. C. Hardworking

Diligent describes someone who works steadily and carefully, so hardworking is the synonym.

2. B. Frank

A candid person speaks openly and honestly, which is what frank means.

3. A. Plentiful

Scarce means in short supply; plentiful means available in large amounts.

4. A. Friendly

Hostile means unfriendly or showing opposition, so friendly is its opposite.

5. D. Accommodate

Accommodate is spelled with a double c and a double m.

6. A. Separate

The correct spelling is s-e-p-a-r-a-t-e, with an a after the p.

7. C. Begin

To commence is to start or begin something.

8. A. Contract

Expand means to grow larger; contract means to become smaller.

9. C. Necessary

Necessary has one c and a double s.

10. C. Careful

A prudent person acts with care and good judgment, so careful is the synonym.

11. C. Permanent

Temporary means lasting only a short time; permanent means lasting indefinitely.

12. A. Government

Government keeps the n from govern: g-o-v-e-r-n-m-e-n-t.

13. C. Scanty

Meager means small in amount or barely enough, which is what scanty means.

14. A. Receive

Receive follows the rule 'i before e except after c', so it is spelled r-e-c-e-i-v-e.

15. D. To confirm that they are accurate

To verify is to check or confirm that something is true or correct.

16. A. were

With neither...nor, the verb agrees with the nearer subject. 'Clerks' is plural, so 'were' is correct.

17. A. is

'Each' is singular, so it takes the singular verb 'is'.

18. C. since

'Since' is used with a specific starting point in time, such as a year.

19. A. He and I went to the city hall.

Subjects of a verb take the subject pronouns 'he' and 'I'.

20. A. me

After the preposition 'to', the object pronoun 'me' is required.

21. A. brought

'Bring' is an irregular verb; its past tense is 'brought'.

22. B. were

In a condition contrary to fact, the subjunctive 'were' is used: 'If I were you'.

23. C. its

'Its' without an apostrophe is the possessive form. 'It's' means 'it is'.

24. A. announced

'Yesterday' shows past time, so the past tense 'announced' is needed.

25. A. are

The subject 'forms' is plural and comes after 'there', so the plural verb 'are' is used.

26. C. on

The preposition 'on' is used with days of the week.

27. B. longer

When comparing two things, a short adjective takes -er: 'longer'. 'More longer' is a double comparative.

28. D. The documents were signed by the director.

A plural subject takes 'were', and the passive voice uses the past participle 'signed'.

29. B. tallest

When comparing three or more, the superlative form 'tallest' is used.

30. C. an

'Hour' begins with a vowel sound because the h is silent, so it takes 'an'.

31. B. To serve residents who work during the day

The passage says the change was made so working residents could borrow books after their shifts.

32. A. They did not change.

The last sentence states that weekend hours stayed the same.

33. B. Changing the crop planted each season

The only change described is rotating different crops, after which the harvest improved.

34. B. Following advice to rotate crops helped restore a farmer's harvest.

The passage centers on how crop rotation, suggested by a technician, improved Mang Ruben's harvest.

35. B. It is returned without being processed.

The passage states that incomplete applications will be returned without action.

36. D. remind applicants to check their forms before submitting

Every sentence gives checks to make before submitting, so its purpose is to remind applicants to review their forms.

37. C. Their roots slow waves and hold soil in place.

The passage directly says the roots slow down waves and hold soil, which protects villages during storms.

38. A. provide a safe place for

The roots give young fish and crabs a protected place to live, which is the meaning of shelter here.

39. A. She is disciplined about saving money.

Giving up snacks daily for five months to reach a goal shows discipline in saving.

40. C. Lorna stopped buying afternoon snacks.

She first put her snack money in a jar; buying the machine and starting the business came later.

41. D. Friday

The notice states that recyclable waste is collected every Friday.

42. D. Keep it until the Saturday collection

The notice asks residents to keep residual waste until the special Saturday collection.

43. B. Water boils at a lower temperature there.

The passage explains that lower air pressure makes water boil at a lower temperature, so cooking takes longer.

44. B. In the first sentence

The passage says a good memo states its purpose in the first sentence.

45. A. They are often ignored.

The last sentence states that long memos that bury the main point are often ignored.

46. C. 624

348 + 276 = 624 (8 + 6 = 14, carry 1; 4 + 7 + 1 = 12, carry 1; 3 + 2 + 1 = 6).

47. D. 19

Divide first: 6 ÷ 2 = 3. Then 18 - 3 + 4 = 19.

48. B. 900

36 × 25 = 36 × 100 ÷ 4 = 3,600 ÷ 4 = 900.

49. B. 144

12 × 144 = 1,728, so 1,728 ÷ 12 = 144.

50. C. 11/12

Use 12 as the common denominator: 3/4 = 9/12 and 1/6 = 2/12, so 9/12 + 2/12 = 11/12.

51. C. 30

45 ÷ 3 = 15, and 15 × 2 = 30.

52. B. 75%

Multiply by 100: 0.75 × 100 = 75%.

53. A. 70

20% = 0.20, and 0.20 × 350 = 70.

54. D. 1

25 × 4 = 100; there are two decimal places in total, so 2.5 × 0.4 = 1.00 = 1.

55. C. 48

Each number is doubled: 24 × 2 = 48.

56. D. 37

The differences are 3, 5, 7, 9, so the next difference is 11: 26 + 11 = 37.

57. D. 1

Each number is divided by 3: 3 ÷ 3 = 1.

58. C. PHP 220

Discount = 0.12 × 250 = PHP 30. Sale price = 250 - 30 = PHP 220.

59. B. 900

45 words × 20 minutes = 900 words.

60. A. 84

Sum = 82 + 88 + 90 + 76 = 336. Average = 336 ÷ 4 = 84.

61. D. PHP 450

There are 3 + 5 = 8 parts; one part = 1,200 ÷ 8 = PHP 150. Smaller share = 3 × 150 = PHP 450.

62. A. PHP 96

One ballpen costs 60 ÷ 5 = PHP 12, so 8 ballpens cost 8 × 12 = PHP 96.

63. D. 150 km

Distance = speed × time = 60 × 2.5 = 150 km.

64. B. PHP 18,900

Increase = 0.05 × 18,000 = PHP 900. New salary = 18,000 + 900 = PHP 18,900.

65. D. 25%

15 ÷ 60 = 0.25, and 0.25 × 100 = 25%.

66. D. PHP 600

Interest = principal × rate × time = 5,000 × 0.06 × 2 = PHP 600.

67. C. 36

Multiples of 9 are 9, 18, 27, 36; 36 is the first divisible by both 4 and 6 (36 ÷ 4 = 9, 36 ÷ 6 = 6).

68. D. 0.65

As decimals: 5/8 = 0.625, 0.6, and 7/12 ≈ 0.583. The greatest is 0.65.

69. D. 4 days

The job takes 3 × 8 = 24 worker-days. With 6 workers: 24 ÷ 6 = 4 days.

70. A. PHP 274.75

Total = 135.50 + 89.75 = PHP 225.25. Change = 500.00 - 225.25 = PHP 274.75.

71. D. Salazar, Ana

All begin with Sa; the third letter l in Salazar comes before n in the other surnames.

72. B. Reyes, Carmen

Comparing first names letter by letter, Car-m comes after Car-l, so Carmen is filed last.

73. A. Cruz, Juan

A name with nothing after 'Juan' is filed before names that add an initial or extra letters.

74. C. Garcia

The order is Bautista, Garcia, Lim, Mendoza, so Garcia is second.

75. A. Aquino, Ocampo, Pascual, Villanueva

The first letters A, O, P, V are in alphabetical order only in this list.

76. D. 10425

Ascending order is 10245, 10254, 10425, 10524, so 10425 is third.

77. B. Rosalinda M. Villareal

Only this option matches every letter; the others change the initial, add an r, or drop the final a.

78. A. Blk 12 Lot 7, Sampaguita St., Brgy. San Isidro

Only this option matches exactly; the others change the lot number, the block number, or the barangay name.

79. B. 4729-0381-5562

Only this option matches digit for digit; the others swap two digits in one of the groups.

80. A. Del Pilar Road / Del Pillar Road

In this pair the second entry has an extra l in Pillar; the other pairs are identical.

81. B. No. 5531-B / No. 5531-B

Only this pair matches completely; each of the other pairs differs in a digit or letter.

82. C. 2

Only KLM 2045 and BGV 5590 pairs match; the NRT and PQX pairs have their last two digits reversed.

83. C. The phase number

The original says Phase 3 while the copy says Phase 8; everything else matches.

84. B. Stamp the date and time of receipt and record them in the incoming logbook

Stamping and logging creates a record of when each communication arrived so it can be tracked.

85. C. To show that a record may also be found under another name or location

A cross-reference directs the user to where the record is actually filed when it could be looked for under another heading.

86. B. An out guide showing who borrowed it and when

An out guide (charge-out card) shows who has the folder and when it was taken, so it can be traced and returned.

87. D. Shred them following the office's disposal procedure

Shredding under an approved procedure prevents confidential information from being read by unauthorized persons.

88. D. date

Chronological means in order of time, so records are arranged by date.

89. B. Caller's name and number, date and time of the call, and the message

These details let the co-worker know who called, when, why, and how to call back.

90. C. geographic filing

Arranging records by place, such as province and city, is geographic filing.

91. C. Article III

Article III of the 1987 Constitution is the Bill of Rights.

92. C. Due process of law

Article III, Section 1 provides that no person shall be deprived of life, liberty, or property without due process of law.

93. B. A judge

Article III, Section 2 requires probable cause to be determined personally by the judge.

94. D. remain silent and to have competent and independent counsel

Article III, Section 12 guarantees the right to remain silent and to have competent and independent counsel.

95. B. an ex post facto law

An ex post facto law punishes acts done before the law was passed; the Constitution prohibits it.

96. B. Writ of habeas corpus

The writ of habeas corpus requires that a detained person be brought before a court to determine whether the detention is lawful.

97. D. debt or non-payment of a poll tax

Article III, Section 20 states that no person shall be imprisoned for debt or non-payment of a poll tax.

98. D. are citizens from birth without having to perform any act to acquire or perfect their citizenship

Article IV, Section 2 defines natural-born citizens this way.

99. C. father or mother

Article IV, Section 1 includes those whose fathers or mothers are citizens of the Philippines.

100. B. 18 years old

Article V, Section 1 grants suffrage to citizens at least eighteen years of age who meet the residence requirements.

101. D. the Congress, made up of the Senate and the House of Representatives

Article VI, Section 1 vests legislative power in the Congress, consisting of a Senate and a House of Representatives.

102. C. the President

Article VII, Section 1 vests executive power in the President of the Philippines.

103. B. one Supreme Court and such lower courts as may be established by law

Article VIII, Section 1 vests judicial power in one Supreme Court and in lower courts established by law.

104. C. Six years, without reelection

Article VII, Section 4 sets a six-year term, and the President is not eligible for any reelection.

105. A. all branches, subdivisions, instrumentalities and agencies of government, including government-owned or controlled corporations with original charters

Article IX-B, Section 2(1) defines the coverage of the civil service this way.

106. B. merit and fitness

Article IX-B, Section 2(2) provides that appointments shall be made only according to merit and fitness, determined as far as practicable by competitive examination.

107. C. security of tenure

Article IX-B, Section 2(3) gives civil servants security of tenure by allowing removal only for cause provided by law.

108. A. engaging in electioneering or partisan political campaigns

Article IX-B, Section 2(4) bars civil servants from engaging, directly or indirectly, in electioneering or partisan political campaigns.

109. B. Civil Service Commission

Article IX-B, Section 3 describes the Civil Service Commission as the central personnel agency of the Government.

110. A. Code of Conduct and Ethical Standards for Public Officials and Employees

RA 6713 sets the code of conduct and ethical standards for public officials and employees.

111. D. Simple living

RA 6713 lists simple living among its norms, along with commitment to public interest, professionalism and political neutrality.

112. D. 15 working days

RA 6713 requires a response within fifteen working days from receipt of letters and other communications from the public.

113. A. Statement of Assets, Liabilities and Net Worth (SALN)

RA 6713 requires the filing of a sworn Statement of Assets, Liabilities and Net Worth.

114. B. refuse, because public employees may not solicit or accept gifts in connection with their official duties

RA 6713 prohibits public officials and employees from soliciting or accepting gifts or anything of value in the course of their official duties.

115. D. Universal Declaration of Human Rights

The Universal Declaration of Human Rights was adopted by the UN General Assembly on 10 December 1948.

116. D. Commission on Human Rights

Article XIII, Sections 17 and 18 create the Commission on Human Rights and give it power to investigate human rights violations.

117. C. Ecological Solid Waste Management Act of 2000

RA 9003 is the Ecological Solid Waste Management Act of 2000.

118. D. Philippine Clean Air Act of 1999

RA 8749 is the Philippine Clean Air Act of 1999, which aims to reduce air pollution.

119. D. At the source, where the waste is generated, such as homes and offices

RA 9003 requires segregation at source, meaning waste is sorted where it is generated.

120. A. Open burning

RA 9003 prohibits the open burning of solid waste because it pollutes the air and harms health.

Topics to review

• Vocabulary, spelling, grammar and correct usage

• Reading comprehension

- Basic numerical ability and clerical operations
- Philippine Constitution, RA 6713, human rights and environment

Official information

Official exam announcements - Civil Service Commission

Independent study material prepared by Board Exam Desk.