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CSE Sub-professional Reviewer 2027

20 practice questions with answer key and explanations

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Passing score: General rating of at least 80.00

VERBAL ABILITY

1. Choose the word closest in meaning to the word in capital letters: The new clerk was praised for being METICULOUS in checking every voucher.

A. careless
B. talkative
C. quick-tempered
D. very careful about details

VERBAL ABILITY

2. Choose the word that best completes the sentence: Neither the supervisor nor the clerks ___ aware of the new memo.

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

VERBAL ABILITY

3. Which part of the sentence contains an error? "One of the documents / were missing / from the folder / that I submitted yesterday."

A. One of the documents
B. were missing
C. from the folder
D. that I submitted yesterday

VERBAL ABILITY

4. Read the passage: "Barangay San Isidro began a 'no segregation, no collection' policy in January. By June, the mixed garbage picked up by the town truck had dropped by almost half, and the barangay's materials recovery facility started selling sorted plastics and cartons to junk shops. Officials say this income now pays for two additional street sweepers." Which conclusion is best supported by the passage?

A. The policy reduced mixed waste and created a source of income.
B. The town truck stopped collecting garbage in San Isidro.
C. Junk shops forced the barangay to adopt the policy.
D. The street sweepers were hired before the policy began.

VERBAL ABILITY

5. Arrange the sentences in logical order. (1) After filing, Ana checked ONSA for her school assignment. (2) Ana first downloaded and filled out CS Form No. 100. (3) On exam day, she arrived at the testing venue before 6:30 a.m. (4) She then filed her application at the CSC field office and paid the fee.

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

VERBAL ABILITY

6. Piliin ang kasingkahulugan ng salitang nasa malalaking titik: MASIGASIG na nag-aral si Liza para sa pagsusulit.

A. tamad
B. masikap
C. malungkot
D. mayabang

NUMERICAL ABILITY

7. Simplify: 3/4 + 2/3 − 1/6

A. 1 1/6
B. 1 1/3
C. 1 5/12
D. 1 1/4

NUMERICAL ABILITY

8. What number comes next? 2, 6, 12, 20, 30, ___

A. 40
B. 42
C. 44
D. 36

NUMERICAL ABILITY

9. An office bought 12 reams of bond paper at P245 per ream and was given a 10% discount on the total. How much did the office pay?

A. P2,646
B. P2,940
C. P2,694
D. P2,546

NUMERICAL ABILITY

10. Clerk A can encode 120 forms in 4 hours, and Clerk B can encode 120 forms in 6 hours. Working together at these rates, how long will it take them to encode 120 forms?

A. 2 hours
B. 2 hours 24 minutes
C. 2 hours 30 minutes
D. 5 hours

NUMERICAL ABILITY

11. P36,000 is shared among three employees in the ratio 2 : 3 : 4. How much is the largest share?

A. P12,000
B. P14,000
C. P16,000
D. P18,000

CLERICAL ABILITY

12. Which word is spelled correctly?

A. Ocassion
B. Occassion
C. Occasion
D. Ocasion

CLERICAL ABILITY

13. Which word is MISSPELLED?

A. accommodate
B. priviledge
C. maintenance
D. conscientious

CLERICAL ABILITY

14. If these names are filed alphabetically, which one comes SECOND? Santos, Maria L. / Santos, Mario A. / Santos, Mari / Santiago, Mark

A. Santos, Maria L.
B. Santos, Mario A.
C. Santos, Mari
D. Santiago, Mark

CLERICAL ABILITY

15. Which filing system arranges records according to the date they were received or created?

A. Geographic
B. Numerical
C. Subject
D. Chronological

CLERICAL ABILITY

16. Which list of surnames is in correct alphabetical order?

A. Garcia, Garces, Gatchalian, Gonzales
B. Garces, Garcia, Gatchalian, Gonzales
C. Garces, Gatchalian, Garcia, Gonzales
D. Gonzales, Gatchalian, Garcia, Garces

GENERAL INFORMATION

17. Under the 1987 Constitution, what is the term of office of a Senator?

A. Three years, with up to three consecutive terms

B. Six years, with no reelection allowed

C. Six years, with up to two consecutive terms

D. Four years, with up to two consecutive terms

GENERAL INFORMATION

18. Under RA 6713, public officials and employees must file their Statement of Assets, Liabilities and Net Worth (SALN) every year on or before which date?

A. January 31

B. March 15

C. June 30

D. April 30

GENERAL INFORMATION

19. Human Rights Day is observed every year on the date the UN General Assembly adopted the Universal Declaration of Human Rights in 1948. When is it?

A. December 10

B. June 12

C. September 21

D. October 24

GENERAL INFORMATION

20. Under the Ecological Solid Waste Management Act of 2000 (RA 9003), where should solid waste be segregated?

A. At the sanitary landfill

B. At the source, such as households and offices

C. Only at the materials recovery facility

D. At the DENR regional office

Answer key and explanations

1. D. very careful about details

Meticulous means showing great attention to detail, which fits a clerk who checks every voucher. 'Careless' is the opposite, and the praise in the sentence tells you the word is positive.

2. B. were

With 'neither…nor,' the verb agrees with the nearer subject. 'Clerks' is plural, so the verb must be plural, and 'were' is the only plural choice. 'Was' would fit only if 'supervisor' came second.

3. B. were missing

The subject is 'One,' which is singular, so the verb should be 'was missing.' 'Of the documents' only describes 'one.' The plural 'documents' sits right before the verb, and that is the trap.

4. A. The policy reduced mixed waste and created a source of income.

The passage says mixed garbage dropped by almost half and that sales of sorted waste now pay for two sweepers. The truck still collects, just less mixed waste, and the sweepers came after the policy, paid for by the new income.

5. C. 2-4-1-3

The signal words show the order: 'first' (2), 'then' filing (4), 'After filing' checking ONSA (1), and exam day last (3). Ana can't file before filling out the form, so any order that begins with 4 or 1 fails.

6. B. masikap

Ang 'masigasig' ay masikap o puspusan sa paggawa, gaya ng taong seryosong nag-aaral. Kasalungat nito ang 'tamad,' at walang kinalaman sa sipag ang 'malungkot' at 'mayabang.'

7. D. 1 1/4

Use the LCD 12: 9/12 + 8/12 − 2/12 = 15/12 = 1 3/12 = 1 1/4. A common slip is forgetting to subtract the 2/12, which gives 17/12 = 1 5/12.

8. B. 42

The gaps grow by 2 each time (+4, +6, +8, +10), so the next gap is +12: 30 + 12 = 42. Another way to see it: each term is n × (n + 1), so 6 × 7 = 42.

9. A. P2,646

12 × P245 = P2,940. 10% of P2,940 is P294, so P2,940 − P294 = P2,646. P2,940 is the price before the discount, so don't stop there.

10. B. 2 hours 24 minutes

A encodes 120 ÷ 4 = 30 forms per hour and B encodes 120 ÷ 6 = 20, so together they do 50 per hour. 120 ÷ 50 = 2.4 hours. Note that 0.4 hour is 0.4 × 60 = 24 minutes, not 40, so the answer is 2 hours 24 minutes.

11. C. P16,000

2 + 3 + 4 = 9 parts, so one part is P36,000 ÷ 9 = P4,000. The largest share is 4 parts: 4 × P4,000 = P16,000. P12,000 is the middle share.

12. C. Occasion

The correct spelling is 'occasion': double c, single s. The usual mistakes are doubling the s or using only one c.

13. B. priviledge

The correct spelling is 'privilege,' with no 'd' before the 'g.' The ending looks like 'ledge,' but it isn't spelled that way. The other three words are spelled correctly.

14. C. Santos, Mari

'Santiago' comes first because 'i' comes before 'o' (Santi- vs Santo-). Among the Santos names, 'Mari' comes before 'Maria' (nothing before something), and 'Maria' before 'Mario.' So the second name is Santos, Mari.

15. D. Chronological

Chronological filing arranges records by date; 'chrono' means time. Geographic filing uses location, numerical uses assigned numbers, and subject filing uses topics.

16. B. Garces, Garcia, Gatchalian, Gonzales

Compare letter by letter. Garces comes before Garcia because at the 5th letter, 'e' comes before 'i.' Both come before Gatchalian (r before t), and all 'Ga-' names come before Gonzales.

17. C. Six years, with up to two consecutive terms

Article VI, Section 4 sets a six-year term for Senators and bars serving more than two consecutive terms. The three-year term with a three-term limit is for House members, under Section 7.

18. D. April 30

Section 8 of RA 6713 requires the SALN on or before April 30 of every year. New hires file within 30 days of assuming office, and those leaving file within 30 days after separation.

19. A. December 10

The UDHR was adopted on 10 December 1948, so Human Rights Day falls on December 10. June 12 is Philippine Independence Day, September 21 is the International Day of Peace, and October 24 is United Nations Day.

20. B. At the source, such as households and offices

RA 9003 says segregation shall primarily be done at the source, including households, institutions, and businesses. The materials recovery facility is tempting, but it handles waste after it leaves the source.

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