



*Republic of the Philippines*

**CIVIL SERVICE  
COMMISSION**

Civil Service Exam Complete  
Reviewer Philippines  
2018

# Civil Service Exam Complete Reviewer Philippines

Finally the best Civil Service exam Reviewer in the Philippines is here and it's free! You have asked for it so we made it. This site has all the content for this free online reviewer comprising the latest scope and coverage of the Civil Service Exam in the Philippines, also known as Career Service Exam.

To make it easier for you, we made this page to serve as your **Table of Contents** to guide you easily what to review and where to go next. We also included tips, strategies and explanations to topics and subjects covering the exam. We shared what's gonna happen and what to expect once you sat down in your room assignment. We are also sharing in this website some CSE Test Results every now and then. Most of all, some helpful posts for CSE passers a.k.a Career Service Professional Eligibles like jobs hiring in the government.

I don't want to go any further so this is all the content of the reviewer.

- **English Grammar and Correct Usage Test**
- **English Vocabulary Questions**
- **Correct Spelling and Idiomatic Expressions with Meanings and Examples**
- **Analogy and Logic Test**
- **Reading Comprehension Test, Exercises, and Strategies**
- **Paragraph Organization Test Questions Civil Service**
- **Numerical Reasoning**
- **Clerical Operations**

# English Grammar and Correct Usage

## Sample Tests

Instruction: Choose the correct answer for each question.

1. Which sentence uses “**famish**” correctly?
  1. After the straight exam, I felt too exhausted and famished to eat my favourite foods.
  2. I could eat a horse, I am famish now.
  3. I famished my stomach next time you treat me to a meal out.
  4. I will bring lots of pizza, that’s a famish.
  
2. Priscila \_\_\_\_\_ rather not invest her savings in the stock market.
  1. must
  2. has to
  3. could
  4. would
  
3. Did you have any problem \_\_\_\_\_ our house?
  1. search
  2. to search
  3. searching
  4. for searching
  
4. I hope you don’t mind \_\_\_\_\_ joining you.
  1. to be
  2. I had been
  3. that I may
  4. may
  
5. Most basketball players are 6 \_\_\_\_\_ tall or more.
  1. foot
  2. feet
  3. foots
  4. feets
  
6. These children \_\_\_\_\_ how to improvise more props for the play.
  1. knew
  2. knows

3. know
4. known

7. The company will upgrade \_\_\_\_\_ computer systems next week.

1. there
2. their
3. its
4. it's

8. Clara \_\_\_\_\_ three thousand words for her essay.

1. have wrote
2. has wrote
3. have written
4. has written

9. You have too many \_\_\_\_\_ but few time to prove you're right.

1. hypothesis
2. hypotheses
3. hyphothesisises
4. hypothesess

10. Neither Sarah nor Tina \_\_\_\_\_ the crime yesterday.

1. witness
2. witnesses
3. witnessed
4. witnessing

11. You do like going to the party alone. \_\_\_\_\_ you?

1. Does
2. Doesn't
3. Do
4. Don't

12. We had our house \_\_\_\_\_ in yellow.

1. painting
2. painted
3. paint
4. to paint

13. He has been exercising but his immune system was steadily \_\_\_\_\_.

1. weak
2. weaken
3. weakened
4. weakining

14. I was \_\_\_\_\_ that the weather would be sunny and we would be able to enjoy our swimming.

1. hopeless
2. hopeful
3. hopelike
4. hopely

15. I think it's not a great idea. I totally \_\_\_\_\_.

1. misagree
2. unagree
3. inagree
4. disagree

16. So many \_\_\_\_\_ I found in the library, now I'm ready to report.

1. information
2. informations
3. infoes
4. infos

17. My grandpa always feed his flock of \_\_\_\_\_ early in the morning.

1. sheeps
2. sheep
3. ships
4. ship

18. Happy memories are always remembered, not \_\_\_\_\_.

1. forget
2. forgets
3. forgot
4. forgotten

19. Flight Z735 \_\_\_\_\_ yesterday. 350 passengers died in that accident.

1. crush
2. crushed
3. crash
4. crashed

20. There is a \_\_\_\_\_ message when you look closely at her painting.

1. hid
2. hide
3. hided
4. hidden

# English Vocabulary Questions

Instruction: Choose the word that is most similar in meaning to the underlined word or phrase.

1. If you are ambivalent with the answers, analyze the given problem.

1. confusion
2. innocent
3. uncertain
4. unaware

2. He left the country because of the ominous experiences he had in the past.

1. unforgettable
2. threatening
3. ugly
4. remarkable

3. Teenagers are easily susceptible to peer influence.

1. flexible
2. inspired
3. dependable
4. inclined

4. My mother is always adamant in eating breakfast before leaving the house.

1. resolute
2. uncertain
3. forgetful
4. clueless

5. Reading words without understanding their meaning is futile.

1. helpless
2. useless
3. unnecessary
4. avoidable

6. She wears gold but people knows how ostentatious she can be.

1. pretentious
2. ambitious
3. gorgeous
4. rebellious

7. He submitted a grotesque artwork that nobody in the class could relate to.

1. different
2. weird
3. beautiful
4. colorful

8. Their clandestine affair remained unknown for three years.

1. forbidden
2. surprise
3. secret
4. unacceptable

9. They say love is like a firework, a fleeting moment.

1. brief
2. unforgettable
3. shinny
4. remarkable

10. Cara is repulsive and rebellious. She always speaks sordid words.

1. dirty
2. vulgar
3. weird
4. bizarre

11. Every time I see Cathy looking at me, I feel Euphoria in my bones.

1. gravity
2. ecstasy
3. erotic
4. numb

12. I bought this book because when I read the blurb at the back, I fell in love with it.

1. summary
2. teaser
3. blog
4. plot

13. Finding a way out of the labyrinth is the last challenge of the competition.

1. castle
2. forest
3. maze



4. box

14. There is still love in our hearts amidst our seemingly mundane existence.

1. complicated

2. modern

3. worldly

4. wealthy

15. Cassy has a strong penchant in collecting cars.

1. belief

2. fondess

3. hobby

4. route

16. Diskettes and CDs are going obsolete.

1. recycled

2. refurbished

3. updated

4. outdated

17. The Queen of the Night dances vivaciously.

1. lively

2. awkward

3. kindly

4. sweetly

18. The court released a dogmatic statement that made people more hopeful.

1. naive

2. unbelievable

3. assertive

4. unclear

19. This generation is prone to plethoric use of mobile gadgets.

1. essential

2. crucial

3. important

4. excessive

20. I am usually haphazard in composing my poetry but they turn out so well anyway.

1. disorganized
2. blank
3. puzzled
4. strategic

## Correct Spelling, Idiomatic Expressions with Meaning and Examples

**Instructions:** Choose the meaning of the underlined phrases from the given choices.

1. If you don't spill the beans now, you might gonna regret it.

1. spread rumors
2. let out a secret
3. plant some seeds
4. none of the above

2. Hey, man, you are absolutely barking up the wrong tree here because I'm innocent.

1. choosing the wrong dog
2. giving up a fight
3. accusing the wrong person
4. setting up an event in a tree

3. One proven way to beat an enemy is find his Achilles heel.

1. secret strategy
2. amulet
3. strong point
4. weak spot

5. His new Ferrari costs an arm and a leg so he is now looking for another job.

1. very expensive
2. got fired
3. met an accident
4. was stolen

6. He married a woman who was born with a silver spoon in her mouth.

1. born very beautiful
2. born very poor
3. born into a very rich family

4. born very talkative
7. She has different investments because she doesn't want to put all eggs in one basket.
  1. Doesn't want to put all resources in one possibility
  2. doesn't want to cook everything at once
  3. doesn't want to go bankrupt
  4. none of the above
8. Whenever his crush passes by the hallway, he's having butterflies on his stomach.
  1. he feels sick
  2. he feels nervous
  3. he feels like flying
  4. he feels so handsome
9. Even though they had a nasty fight, they decided to bury the hatchet and move on.
  1. kill the enemy
  2. remember the past
  3. bury the dead
  4. forgot the past quarrel
10. My father always reminds us, "don't count your chickens before the eggs have hatched."
  1. Don't eat your eggs before they are cooked.
  2. Don't make plan for something that might not happen.
  3. Don't deal with your problems before they are solved.
  4. All of the above.
11. iphones became so popular not only to teens, even my grandparents jumped on the bandwagon and bought some.
  1. ride on the gadget and sell Apple
  2. jump for technology and sell iphones
  3. joined the new trend and bought apple
  4. bought apple and android

# Civil Service Exam Reviewer for Analogy and Logic

1. Iron: metal: : granite: \_\_\_\_\_

1. rock
2. sand
3. solid

2. Decibel: sound: : volt: \_\_\_\_\_

1. watts
2. fire
3. electricity
4. lightning

3. Coward: brave: : philanthropist: \_\_\_\_\_

1. selfish
2. kind
3. pessimist
4. optimist

4. Logic: reasoning: : ethics: \_\_\_\_\_

1. character
2. behaviour
3. subject
4. traits

5. Antenna: signal: : net: \_\_\_\_\_

1. web
2. catch
3. gross
4. fish

6. Stanza: poem: : act: \_\_\_\_\_

1. movie
2. opera
3. song
4. lyric

7. Astrology: Astronomy: :Alchemy: \_\_\_\_\_

1. Chemistry
2. Biology
3. Physics
4. Science

8. Census: population: : inventory: \_\_\_\_\_

1. accounting
2. merchandise
3. cost
4. list

9. Oath: promise: : contract: \_\_\_\_\_

1. license
2. contact
3. agreement
4. paper

10. Glimmer: Flicker: : murmur: \_\_\_\_\_

1. whisper
2. shout
3. rumor
4. speak

11. Bouquet: flowers: : flock:

1. dogs
2. sheep
3. ship
4. cats

12. Rescind: law: : withdraw: \_\_\_\_\_

1. bank
2. candidacy
3. deposit
4. resume

13. Hoax: deceive: : filibuster: \_\_\_\_\_

1. delay
2. refuse
3. stop
4. none

14. Syllabus: course: :agenda: \_\_\_\_\_

1. subject
2. platform
3. meeting
4. lesson

15. Cat: kitten: :horse: \_\_\_\_\_

1. cab
2. puppy
3. stallion
4. pony

16. Evaporate: vapor: : petrify: \_\_\_\_\_

1. liquid
2. stone
3. magnify
4. cold

17. Canvas: painter: : marble: \_\_\_\_\_

1. sculptor
2. rock
3. statue
4. form

18. Hammer: anvil: : pestle: \_\_\_\_\_

1. ground
2. grinder
3. mortar
4. knife

19. Librarian: books: : curator: \_\_\_\_\_

1. atlas
2. encyclopedia
3. room
4. paintings

20. Archive: manuscript: arsenal: \_\_\_\_\_

1. soldier
2. weapon
3. castle
4. king

21. Bodyguard: protection: : mentor: \_\_\_\_\_

1. advice
2. counsel
3. teacher
4. leader

22. Novelist: plot: : Architect: \_\_\_\_\_

1. building
2. design
3. blueprint
4. house

23. Molecule: atoms: : tissue: \_\_\_\_\_

1. organ
2. cells
3. body
4. neutrons

24. Call: telephone: : type: \_\_\_\_\_

1. cellphone
2. ipad
3. keyboard
4. piano

25. Eavesdrop: conversation: : trespass: \_\_\_\_\_

1. property
2. house
3. land
4. assets

# Reading Comprehension Test, Exercise and Strategies

One of the challenging exams given from many kinds of test is Reading Comprehension because it is very time consuming. It involves with reading lots of paragraphs, articles, passages, and sections. Do not worry because this reviewer is made to help you pass the exam in one take. Reading Comprehension will be easy if you follow our helpful tips and strategies here. We always provide sample test questions and exercises for this site reviewer.

How to pass the reading comprehension in an exam? The following tips, strategies and exercises are the best reviewer. It will help you practice in finding the right answers in this type of quiz. It really measures how you can comprehend and grasp about the topic in a passage.

## Tips in getting the right answers for Reading and Comprehension Exam

**Stay calm and don't panic.** As you open the booklet, you'll definitely see long passages and paragraphs. Do not stress yourself into thinking "wow should I really

have to read all of this?" because you really should darling Unless you don't want to pass the test and just waste your chance.

**Read with your eyes not with your mouth.** Avoid lips movement and whispering because reading with your lips is time consuming besides it will distract everyone. Reading with your eyes is also reading with your mind, it will help you understand what you are reading better.

**Do not read word for word.** Instead, read group of words or sections at a time for they will help you get the main topic of the paragraph. It will also help you save time and finish the test on time.

**Do not read the answers first** before the questions and the paragraph, it will only confuse you.

Read fast and understand what you're reading to get the main idea of the whole passage. Questions are always related about the main idea. **What is the main idea?** It is simply the main topic and the center of what is being talked about in the article.

Concentrate on the parts of the paragraph where the possible answer can be found.

**Take note** of the following:

- **Main idea** – is simply what the story is mainly about
- **Climax** – is the peak point or highlight of the story



- **Plot** – is the pattern of events of the story
- **Conflict** – is the tension and struggle part of the story
- **Setting** – is where and when the story takes place
- **Best or alternative title** – is usually being asked too so you must choose the best one that talks about the main idea

**Focus** on reading and everything will be taken into your mind like a movie playing inside your head. If you focus, you'll never be disturbed. If you're disturbed by something in the room, you lose an important key to ace this part of the test.



## Reading Comprehension Test Sample Questions and Answers

**Instruction:** Read each paragraph or passage below and select the best answer for what is being asked.

1. Boracay, the most famous beach in the Philippines, is also known as a blessed island. I have never met anyone who has not been enthralled and fascinated when they visited Boracay. The first time you set foot on its powder-like sand, you'll surely feel lucky to be in a paradise island. The moment you see its crystal pristine water, you'll be so thankful you're alive. Many locals and foreigners go there again and again not only because of the breathtaking view but also because to celebrate life and its blessings.

The best title for the above article is:

1. Famous Beach in the Philippines
2. The Beach of Boracay

3. Boracay, a Blessed Island
4. Why People Go to Boracay

2. Malaysia Airline Flight MH370's disappearance is still under investigation. Many countries joined in the search for what really happened and where the aircraft is now. The flight lost contact with air traffic controllers about an hour after its take off. The weather was fine when the aircraft was flying so it adds more theories about other possible reasons of the aircraft's fate. The oil slick spotted off Vietnam's coast turned out to be fuel oil used in cargo ships so it has nothing to do with the aircraft. Interpol also says the disappearance of the jet plane has nothing to do with terrorist attack. More questions are adding to this quest and no specific answer is given and proven yet.

The above selection supports the idea:

1. That Flight MH370 is somewhere under the sea
2. That Flight MH370's disappearance is still a mystery
3. That Flight MH370 must have crashed after loss contact
4. That Flight MH370 is in Bermuda Triangle

3. Flappy Bird, a mobile game created in 2013 by Dong Nguyen from Vietnam became a hit at the start of 2014. At the end of January 2014, it was the most downloaded game in the iOS App Store. The game is extremely addictive and difficult so users strive harder to score higher. Due to its intense popularity, the creator decided to remove it from the App Store. Because of its millions of downloads, Nguyen claimed he was making \$50,000 per day from it. The demand of Flappy Bird made some gadgets owners to sell their devices with Flappy Bird installed for twice or thrice their original price.

What is the best title for the above article?

1. Most Downloaded Game
2. The Demand of Flappy Bird Game
3. Flappy Bird App
4. The Rise of Game Apps

4. According to NASA, effects that scientists had predicted in the past would result from global climate change are now occurring like loss of sea ice, accelerated sea level rise and longer, more intense heat waves. Even our Earth's average temperature has increased about 1 degree in Fahrenheit in the 20th century. Many experts and scientists believe that global temperature will continue to rise from 2.5 to degrees Fahrenheit over the next century.

Which of the following conclusions best summarizes the selection above?

1. Climate change will continue to get worse until humanity takes serious actions to stop it.
2. Global climate change is happening on earth now.
3. The effects of climate change are getting extremely dangerous.

4. Global climate change and its effects are occurring and are likely to increase over time.

5. Mark Zuckerberg, Co-Founder and CEO of Facebook spoke with President Barack Obama to discuss about internet privacy impositions by the U.S. government. Zuckerberg said, “The Internet works because most people and companies do the same. We work together to create this secure environment and make our shared space even better for the world.

This is why I’ve been so confused and frustrated by the repeated reports of the behavior of the U.S. government. When our engineers work tirelessly to improve security, we imagine we’re protecting you against criminals, not our own government.

The U.S. government should be the champion for the Internet, not a threat. It needs to be much more transparent about what it’s doing, or people will believe the worst. I’ve called President Obama to express my frustration over the damage the government is creating for all of our future. Unfortunately, it seems like it will take a very long time for true full reform.

So it’s up to us — all of us — to build the Internet we want. Together, we can build a space that is greater and a more important part of the world than anything we have today, but is also safe and secure. I’m committed to seeing this happen, and you can count on Facebook to do our part.”

Why is Internet Privacy very important to all of us?

1. Because it is not safe to trust anyone with our online accounts.
2. Because nobody really owns the internet. It is a free space.
3. Because it protects and secures not only our online accounts but also our online activities.
4. Because the government’s protection is not enough.

6. Search Engine Optimization a.k.a. SEO is vital for a website to stay successful for a long time. The world of internet continues to evolve so website owners must stay in the game by making updates while practicing effective SEO. Great content and correct SEO are the blood of a website because without them, a site could die.

The paragraph is mainly about what?

1. The importance of Search Engine Optimization
2. The life of a successful website
3. The secrets of making a website successful
4. How to apply Search Engine Optimization

7. There are around 2 million Filipinos without jobs today. That includes graduates and undergraduates. According to survey, there will be another halfmillion to graduate this year without possible job placements. Unemployed people complain about job shortage. Many

go to the cities to apply to some companies but end up going home with nothing. Unemployment rate increases each year even though there are many job fairs.

The paragraph states that...

1. Unemployment in the Philippines is common
2. Unemployment rate in the Philippines is seriously increasing
3. Unemployment in the Philippines must be solved
4. Unemployment solutions for Filipinos

8. “In the Olympic Peninsula of northwest Washington State, a small town named Forks exists under a near-constant cover of clouds. It rains on this inconsequential town more than any other place in the United States of America. It was from this town and its gloomy, omnipresent shade that my mother escaped with me when I was only a few months old. It was in this town that I’d been compelled to spend a month every summer until I was fourteen. That was the year I finally put my foot down; these past three summers, my dad, Charlie, vacationed with me in California for two weeks instead.

It was to Forks that I now exiled myself – an action that I took with great horror. I detested Forks.

I loved Phoenix. I loved the sun and the blistering heat. I loved the vigorous, sprawling city.”

-Stephenie Meyer, “The Twilight Saga”

Provide the specific setting of the story

1. Phoenix
2. Rainy day
3. Forks, Washington
4. Twilight

9. “It’s twenty-five after six and the sky still has some shades of purple and orange...oh well just like me, I am standing here, in this secretive rooftop, overjoyed...yet there are still some fragments of fear and haze... I wonder if the sky is glad and excited about the night or if it is crying over the bright day that passed.” – FehI Dungo – “Higher than the Rooftop”

What is the mood of the story?

1. Happiness
2. Sorrow
3. Confusion
4. Grief

10. Investing has been a hot topic for quite a while. Many people especially employees and entrepreneurs don’t rely on time deposits and regular savings account to save and

earn interests. The most common investments in the Philippines are through real estates, mutual funds and trust funds. Although few people also join trading in the stock market, more and more Filipinos are not reluctant to invest their money and diversify them to different money making wheels.

What does the article try to convey?

1. Filipinos are now willing to open different investments.
2. Filipinos are wise in saving their money.
3. Filipinos rely mainly on savings and deposit accounts.
4. Filipinos invest in real estates, mutual funds and trust funds.



6.

A. While passport, airline tickets and valid IDs are required, proof of financial capacity may be required for visa application. B. Many Filipinos rejoiced hearing that good news. C. The Bureau of Immigration announced recently that proof of financial capacity is not a primary requirement at the airport.

D. Positive points go to the bureau for this.

1. CBAD

2. CADB

3. CABD

4. CBDA

7.

A. This will be one of your tickets to land a job in the government.

B. That is why many people apply to take the Career Service examination.

C. If you passed the exam, you will get a certificate of eligibility. D. Career Service Eligibility is a major requirement to apply for a job position in the government.

1. DCBA

2. DBAC

3. DBCA

4. DCAB

8.

A. Your passport will arrive in 7 days if you choose the rush processing.

B. Getting a passport is faster nowadays.

C. Now, it only takes about 10 working days.

D. Compared before, it would take about a month for the regular processing.

1. BCAD

2. BDCA

3. BADC

4. BACD

9.

A. Facebook has been the number one social network in the web and the world for quite long now. B. Mobile instant messaging apps are also dominating social presence in the internet.

C. After many acquisitions, Facebook bought Instagram, one of the fastest growing photo sharing networks. D. Because of that, Facebook acquired WhatsApp, a leading instant chat platform like Kakaotalk.

1. ACBD

2. ABCD

3. ADCB

4. ADBC

10.

A. They will help you to purchase through zero-interest installment schemes.

B. Thus, you must be wise and pay in full if you want to avoid never-ending debts.

C. Credit cards are helpful if you know how and when to use them wisely. D. However, they will produce interests from interests if you didn't pay the whole amount at the due date.

1. CDBA

2. CABD

3. CDAB

4. CADB

# Numerical Reasoning Test Samples:

**Instruction:** Solve the following Math quizzes.

1. 2187, 729, 243, 81, 27, 9, \_\_\_\_?

1. 6
2. 3
3. 4
4. 2

2. 1, 4, 9, 16, 25, 36, 49, 64, \_\_\_\_?

1. 72
2. 75
3. 81
4. 90

3. 13 -21 34 -55 89 \_\_\_\_?

1. -95
2. 104
3. -123
4. -144

4. AZ CX EV GT \_\_\_\_?

1. IR KP
2. IR KQ
3. IS KQ
4. IS KP

5. A5 D25 G125 J625 M3125 \_\_\_\_?

1. P15525
2. P15625
3. O15525
4. O15625

6. What is  $-25 + 16$ ?

1. 9
2. -9
3. -41
4. 41



7. What is  $107 - (-17)$  ?

1. -90
2. 90
3. 124
4. -124

8.  $(-9)(-22) = \underline{\hspace{2cm}}$  ?

1. 198
2. -198
3. 31
4. -31

9.  $(21)(-4) + (8)(-2) = \underline{\hspace{2cm}}$  ?

1. -100
2. 100
3. -23
4. 23

10.  $(-560) \div 7 = \underline{\hspace{2cm}}$  ?

1. -80
2. 80
3. -553
4. 553

11.  $6/8 + 2 \frac{1}{2} + 4/12$  is also the same as?

1.  $\frac{1}{2} + 2.5 + \frac{1}{4}$
2.  $\frac{1}{2} + \frac{5}{2} + \frac{1}{6}$
3.  $\frac{3}{4} + 2.5 + \frac{1}{6}$
4.  $\frac{3}{4} + \frac{5}{2} + \frac{1}{3}$

12. What is the Least Common Denominator of  $1/8$ ,  $3/4$ , and  $1/16$ ?

1. 4
2. 8
3. 16
4. 2

13. What is the Greatest Common Factor of 36 and 54?

1. 6
2. 12
3. 18

4. 9

14. What is the sum of  $\frac{1}{2} + \frac{8}{4} + \frac{6}{12}$  ?

1.  $\frac{15}{12}$
2.  $\frac{3}{12}$
3. 3
4.  $3 \frac{1}{12}$

15.  $\frac{3}{9} \times \frac{2}{3} =$  \_\_\_\_\_

1.  $\frac{6}{27}$
2.  $\frac{2}{9}$
3.  $\frac{9}{18}$
4.  $\frac{1}{9}$

16.  $\frac{3}{4} \div \frac{1}{8} =$  \_\_\_\_\_

1. 8
2. 4
3. 12
4. 6

17. What is the decimal form of  $\frac{3}{4}$  %?

1. .0075
2. .075
3. .75
4. .00075

18. Convert 3.4% as a fraction.

1.  $\frac{34}{100}$
2.  $\frac{.34}{100}$
3.  $\frac{3.4}{1000}$
4.  $\frac{3.4}{100}$

19. What is  $\frac{1}{4}$  in decimal?

1. .025
2. .25
3. 2.5
4. .0025

20. What is the ratio of  $\frac{1}{2}$  to  $\frac{2}{5}$ ?

1. 3:4
2. 5:4

3. 1:3

4. 2:5

21. 2.12 is multiplied by 10 to the sixth power is?

1. 212.000

2. 2,120,000

3. 212,000

4. 21,200

22. 25 is multiplied by 10 to the fifth power is?

1. 2,500,000

2. 250,000 3. 25,000

4. .000025

23. Find the value of x in the equation:  $5x + 25 = 10$

1. 5

2. 3

3. -3

4. -5

24. If  $x=8$ , find the value of y in the equation:  $4x - 2y = 28$ .

1. -4

2. -2

3. 4

4. 2

25. Find the value of x if  $y= 8$  in the equation:  $2x + 4y = 50$

1. 9

2. 8

3. 10

4. 4

### **Problem Solving / Word Problems:**

26. Kit is twice as old as his friend Sam. Sam is 5 years older than Cara. In 5 years, Kit will be three times as old as Cara. How old is Sam?

1. 2 years old

2. 3 years old

3. 4 years old

4. 5 years old

27. James's dad is 5 times older than James and James is twice as old as his sister Sara. In two years, the sum of their ages will be 58. How old is James now?
1. 6 years old
  2. 7 years old
  3. 8 years old
  4. 9 years old
28. Cathy scored 85, 87, 90, 95, and 100 in her Math exams. What will be her average grade in Math from this period?
1. 91.40
  2. 91.50
  3. 92
  4. 93.50
29. Letty left home and drove at the rate of 50 miles per hour for 2 hours. She stopped for lunch then drove for another 4 hours at 65 mph to reach Los Angeles. How many miles did Letty drive to reach LA?
1. 115 miles
  2. 360 miles
  3. 310 miles
  4. 100 miles
30. Michelle went to SM for the 3-day sale. She bought a new pair of shoes and paid only P2,450 discounted for 20% off. What was the original price of the shoes?
1. P3,062.50
  2. P3,260.50
  3. P3,620.50
  4. P3,026.50

# Civil Service Exam Clerical Operations Questions:

1. Which department of an office is responsible for hiring new personnel?

1. Office of the President
2. Accounting Department
3. Logistic and Supply
4. Human Resource Department

2. Which computer program should you go if you want to email a company?

1. Word
2. Excel
3. Outlook
4. Powerpoint

3. This is a telephonic transmission of scanned documents of texts and images to a telephone number connected to a printer.

1. Photocopying Machine
2. Fax Machine
3. Typewriter
4. Inkjet Printer

4. The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the \_\_\_\_\_.

1. Auditor
2. Treasurer
3. Chief Executive Officer
4. Manager

5. Which department of a company is responsible for cash register operations and payment processing?

1. Cashier
2. Billing
3. Accounting
4. Budget

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

1. Angeles, Mario P.
2. Angeles, Maricel P.
3. Angeles, Marissa P.
4. Angeles, Maria P.

1. 4,2,1,3
  2. 4,1,2,3
  3. 4,3,2,1
  4. 4,1,3,2
7. All of the following items are found in the Official Receipt form except \_\_\_\_\_.
1. Name and address of the buyer
  2. Signature of the recipient
  3. Quantity of the items paid
  4. Credit Card Number of the customer
8. The method of indexing and filing where names are in alphabetized order.
1. Numeric
  2. Metric
  3. Geographic
  4. Alphabetic
9. Which is the best way to address a correspondence for the President of the Philippines?
1. His Excellency Rodrigo Duterte
  2. His Excellency President Rodrigo Duterte
  3. President Rodrigo Duterte
  4. President Digong
10. How do you address the Queen of England when you talk about her?
1. Her Highness the Queen
  2. Her Majesty Queen Elizabeth II
  3. Queen Elizabeth II her Highness
  4. Queen Elizabeth II her Majesty
11. Your boss asked you to send her a soft copy of your latest résumé. An example of a soft copy is:
1. A print out copy usually in a paper
  2. Original copy written in a paper
  3. A copy saved in a computer and sent through email
  4. A copy from a Xerox machine
12. When a company asked you to submit your latest CV, what does CV stand for?
1. Curriculum Vitum
  2. Curriculum Virtue

3. Curriculum Vitae
4. Curriculum Vital

13. It is the section of Accounting Department in a company that records goods and services that it receives and the payments it owes.

1. Budget
2. Payroll
3. Accounts Payable and Receivable
4. Inventory

14. Which of the following is not a function of Accounting Department in a big corporation?

1. Prepare Interim Financial Statements
2. Inventory Management
3. Bank Reconciliation
4. Internal and External Auditing

15. He is the highest ranking executive manager in a corporation and he is the top person in command in an organization.

1. Chief Financial Executive
2. Chief Executive Officer
3. Executive Admin. Officer
4. Chief Executive Assistant

16. Which of the following is not a responsibility of a clerical worker?

1. Marketing and promotion for customers
2. Filing and updating purchase orders
3. Updating and billing buyer's account
4. Answering business emails

17. Arrange the proper filing of the following in alphabetical order:

- A. Lieutenant Colonel Mark David  
B. Atty. Elen Rodriguez  
C. Captain Max Aquino  
D. Dr. Juan Castro

1. CDAB
2. CDBA
3. BDCA
4. BCDA

18. Arrange the proper filing of the following in alphabetical order:

- A. Sec. Dinky Soliman

- B. Sec. Richard Gordon
- C. Sec. Voltaire Gazmin
- D. Sec. Armin Luistro

- 1. DABC
- 2. DACB
- 3. CBDA
- 4. CBAD

19. How much is the present Value-Added-Tax in the Philippines?

- 1. 12% of gross profit
- 2. 12% of cost of goods sold
- 3. 12% of gross sales
- 4. 12% of net income

20. This department of the company is responsible for preparing and updating customers' accounts:

- 1. Purchasing section
- 2. Cashier section
- 3. Billing Section
- 4. Releasing section

21. This is a type of document issued by a seller to a buyer relating to a sale transaction and indicating the products, quantities and prices sold to the buyer.

- 1. Check voucher
- 2. Purchase order
- 3. Delivery receipt
- 4. Sales invoice

22. Which of the following is not a usual document used in a sales company?

- 1. Form 137
- 2. Delivery receipt
- 3. Sales invoice
- 4. Purchase order

23. One of the responsibilities of a clerical job is answering and tending phone calls. Which is the best way to answer a phone call in a company?

- 1. Say "Hello," and wait for the caller to speak.
- 2. Run and get a pen and notebook then pick up the phone.
- 3. Answer the phone politely and give your department or company name.
- 4. Wait for fellow employees to answer the phone.



24. An example of a hard copy document is:

1. PDF file letter
2. Company email message
3. A business letter saved in USB
4. Business letter in a paper

25. What does a CC means in an email message?

1. Copy sent
2. Copy furnished
3. Copy cat
4. Client copy

# Civil Service Exam 2018 Philippine Constitution, General Information, Current Events

What are the 3 main branches of the Government of the Philippines?

1. Senate, Supreme Court, Congress
  2. Presidential, Unicameral- Parliamentary, Bicameral-Parliamentary
  3. Legislative, Executive, Judicial
  4. The Legislature, The Senate, The Supreme Court
2. The Supreme Court shall be composed of a Chief Justice and how many Associates Justices?
1. 12
  2. 13
  3. 14
  4. 15
3. The Commander-in-Chief of all armed forces of the Philippines this 2017 is \_\_\_\_\_.
1. Air Force Commanding General Jeffrey Delgado
  2. Rodrigo Duterte
  3. Chief Justice Maria Lourdes Sereno
  4. AFP Chief Lieutenant Gen. Emmanuel Bautista
4. The executive power shall be vested in the \_\_\_\_\_.
1. President of the Philippines
  2. House of Representatives
  3. The Supreme Court
  4. The Congress
5. The legislative power shall be vested in the \_\_\_\_\_ which shall consist of a Senate and a House of Representatives.
1. Congress of the Philippines
  2. House of Ombudsman
  3. The Supreme Court
  4. Bureau of Internal Revenue

6. The Senate shall be composed of how many senators elected at large by voters of the Philippines?
  1. 21
  2. 22
  3. 23
  4. 24
  
7. How long shall the term of office of the senators be commenced?
  1. 3 years
  2. 4 years
  3. 5 years
  4. 6 years
  
8. The term of office of the President and Vice-president of the Philippines shall be up to how many years?
  1. 3 years
  2. 4 years
  3. 5 years
  4. 6 years
  
9. The members of the House of Representatives shall be elected for a term of \_\_\_\_\_.
  1. 3 years
  2. 4 years
  3. 5 years 4. 6 years
  
10. The following shall be exempted from taxation except:
  1. Lands and buildings
  2. Churches and convents
  3. Charitable institutions
  4. Non-profit cemeteries
  
11. The Congress, by a vote of \_\_\_\_ of both Houses in joint session assembled, voting separately, shall have the sole power to declare a state of war.
  1. Two-thirds
  2. One-half
  3. Three quarters
  4. Minority
  
12. It states that “no person shall be deprived of life, liberty, or property without due process of law, nor any person be denied the equal protection of the laws.”
  1. Article VI

2. Bill of Rights
3. Republic Act
4. Court Order

13. All of the following is TRUE except:

1. No person shall be compelled to be a witness against himself
2. No person shall be imprisoned for non-payment of debt or poll tax.
3. No ex post facto law or bill of attainder shall not be enacted.
4. No person shall be detained solely by reason of his political beliefs and aspirations.

14. The following are citizens of the Philippines except:

1. Those fathers or mothers are citizens of the Philippines
2. Those who are born before January 17, 1973, of Filipino mothers, who elect Philippine citizenship upon reaching the age of majority
3. Those who are naturalized citizens of the Philippines in accordance with law.
4. All of the above are true.

15. It is the right and obligation by all citizens, who are at least 18 years of age, and qualified by law, to vote in the election of national and local officials of the government without literacy,, property, or other substantive requirement.

1. Suffrage
2. Election
3. Voting power
4. Civil Right

16. The three inherent powers of the state are the following except one:

1. Police Power
2. Power of Eminent Domain
3. Power of Taxation
4. Power to Impeach

17. It is the power of the State to promote public welfare by restraining the use of both liberty and property of all people.

1. Police Power
2. Power of Eminent Domain
3. Power if Taxation
4. Power to Impeach

18. It is the power of the State to take properties for the purpose of public use upon payment of just compensation.

1. Police Power

2. Power of Eminent Domain
  3. Power of Taxation
  4. Power to Impeach
19. It is the power of the State to impose charge or burden to persons and properties, and property rights for the purpose of raising revenues to protect the people and extend public projects and services.
1. Police Power
  2. Power of Eminent Domain
  3. Power of Taxation
  4. Power to Impeach
20. The following are members of the Constitutional Commission except:
1. Commission on Civil Rights
  2. Commission on Elections
  3. Civil Service Commission
  4. Commission on Audit
21. It states that public office is public trust and that public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency; act with patriotism and justice and lead modest lives.
1. Public Trust
  2. Constitutional Rights
  3. Accountability
  4. Responsibility
22. Who shall have the exclusive power to initiate all cases of impeachment?
1. House of Blue Ribbon Committee
  2. House of Representatives
  3. House of the Senate
  4. Speaker of the House
23. R.A. 6713 is an act to uphold the time-honored principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and providing penalties for violations thereof and for other purposes.
1. Preamble
  2. Code of Ethics
  3. Code of Government Officials
  4. Code of Conduct and Ethical Standards for Public Officials and Employees
24. The following are duties and responsibilities of Public officials and Employees except:
1. Act promptly on letters, inquiries, calls or any other form of communications sent by the public.

2. Submit performance reports of the agency or office regularly
  3. Accept gifts from the public upon prioritizing their queries.
  4. Process documents and papers expeditiously.
25. It is a written instrument containing the proposition and required number of signatories and shall be in a form determined by and submitted to the Commission on Elections.
1. Bill
  2. Law
  3. Proposition
  4. Petition
26. It is the electoral process by which an initiative on the Constitution is either approved or rejected by the people.
1. Referendum
  2. Plebiscite
  3. Petition
  4. Initiative
27. It is the power of the electorate to approve or reject a legislation through an election called for the purpose.
1. Referendum
  2. Plebiscite
  3. Petition
  4. Initiative
28. This law promotes responsible family planning and proper use of reproductive methods to eliminate over-population growth.
1. RH Bill
  2. Responsible Parenthood and Reproductive Health Law
  3. Reproductive Law
  4. Family Planning
29. It is a specialized agency of the United Nations that concerns international public health.
1. Department of Health
  2. World Health Organization
  3. International Health Organization
  4. All of the above
30. APEC is a summit that promotes free trade and economic cooperation throughout the Asia-Pacific region countries. APEC stands for:
1. Asia Pacific Economic Corporation
  2. Asia Pacific Economic Cooperation

3. Asia Pacific Economic Council
  4. Asia Pacific Economic Countries
31. Association of Southeast Asian Nations (ASEAN) aims to accelerate economic growth, stability, social progress and cultural development in the spirit of equality and partnership to strengthen prosperous and peaceful community along Southeast Asian Nations. Which of the following countries is not a member of ASEAN?
1. Hong Kong
  2. Philippines
  3. Singapore
  4. Thailand
32. It is a law in the Philippines that aims to address legal issues concerning online interactions and harmful internet behavior in the Philippines. It aims to prevent and punish cybercrime in the country.
1. Cybersquatting
  2. Cybercrime Act
  3. Cybercrime Prevention Act
  4. Cyber Identity Theft Act
33. \_\_\_\_\_ waste breaks down into natural components and can be recycled into the life cycle naturally.
1. Bio-chemical
  2. Recyclable
  3. Biodegradable
  4. Non-biodegradable
34. The following are examples of non-biodegradable waste except:
1. Plastics
  2. Metals
  3. Styrofoam
  4. Papers
35. It is a project of DOST for more accurate, integrated and responsive disaster prevention and mitigation system especially in high-risk calamity areas of the Philippines.
1. PAGASA
  2. I am Ready
  3. DOST-Advanced Disaster Program
  4. Project NOAH
36. PAGASA is the official government agency for weather forecasting, flood control, astronomical observations, and time service. PAGASA stands for \_\_\_\_\_?
1. Philippine Atmospheric Geographical and Astronomical Services Administration

2. Philippine Atmospheric Geophysical and Astronomical Services Administration
3. Philippine Atmospheric Geological and Astronomical Services Association
4. Philippine Atmospheric Geophysical and Astronomical Services Association

37. PHIVOLCS is a branch of DOST to moderate disasters that may arise from volcanic eruptions, earthquakes, tsunamis and other related geotectonic phenomena in the Philippines. What is PHIVOLCS?

1. Philippine Institute of Volcanology and Seismology
2. Philippine Institute of Volcanic and Seismic Services
3. Philippine Institute of Volcanic and Seismology Services
4. Philippine Institute of Volcano and Seismic System

38. Which of the following is a renewable source of energy?

1. Geothermal energy
2. Solar energy
3. Wind energy
4. All of the above

39. It is a process by which thermal radiation from the earth's surface is absorbed by atmospheric greenhouse gases and is re-radiated in all directions.

1. Global Warming
2. Greenhouse Effect
3. Ozone Layer
4. Solar Radiation

40. USB is an industry standard that connects computers and electronic devices like keyboards, digicams, portable media devices, disk drivers, smartphones, and network adapters to any computer. USB stands for?

1. Unit Serial Box
2. Unit Serial Bolt
3. Universal Serial Bin
4. Universal Serial Bus



# Civil Service Exam 2018 Free Answer Key:

## English Grammar and Correct Usage Test Answers:

1. (1) After the straight exam, I felt so exhausted and famished to eat my favorite foods.
2. (4) would
3. (3) searching
4. (4) My
5. (2) feet
6. (3) know
7. (3) its
8. (4) has written
9. (2) hypotheses
10. (3) witnessed
11. (4) Don't
12. (2) painted
13. (4) weakening
14. (2) hopeful
15. (4) disagree
16. (2) information
17. (2) sheep
18. (4) forgotten
19. (4) crashed
20. (4) hidden

## English Vocabulary Answers:

1. (3) uncertain
2. (2) threatening
3. (4) inclined
4. (1) resolute
5. (2) useless
6. (1) pretentious
7. (2) weird
8. (3) secret
9. (1) brief
10. (2) vulgar
11. (2) ecstasy
12. (2) teaser
13. (3) maze
14. (3) worldly
15. (2) fondness
16. (4) outdated
17. (1) lively
18. (3) assertive
19. (4) excessive
20. (1) disorganized

### Correct Spelling and Idiomatic Expressions Answers:

1. (2) let out a secret
2. (3) accusing the wrong person
3. (4) weak spot
4. (1) very expensive
5. (3) born into a very rich family
6. (1) doesn't want to put all resources in one possibility
7. (2) he feels nervous
8. (4) forget the past quarrel
9. (2) Don't make plans for something that might not happen.
10. (3) joined the new trend and bought iphones

### Analogy and Logic Answers:

1. (2) rock
2. (3) electricity
3. (1) selfish
4. (2) behavior
5. (4) fish
6. (2) opera
7. (1) Chemistry
8. (2) merchandise
9. (3) agreement
10. (1) whisper
11. (2) sheep
12. (2) candidacy
13. (1) delay
14. (3) meeting
15. (4) pony
16. (2) stone
17. (1) sculptor
18. (3) mortar
19. (4) Paintings
20. (2) weapon
21. (2) counsel
22. (3) blueprint
23. (2) cells
24. (3) keyboard
25. (1) property

### Reading Comprehension Answers:

1. Boracay, a Blessed Island
2. That Flight MH370's disappearance is still a mystery
3. The Demand of Flappy Bird Game
4. Global Climate change and its effects are occurring and are likely to increase over time.

5. Because it protects and secures not only our online accounts but also our online activities.
6. The importance of Search Engine Optimization
7. Unemployment rate in the Philippines is seriously increasing
8. Forks, Washington
9. Confusion
10. Filipinos are now willing to open different investments.

### Paragraph Organization Answers:

1. (3) CDAB
2. (2) BADC
3. (2) ADBC
4. (1) DCBA
5. (4) BCAD
6. (4) CBDA
7. (3) DBCA
8. (2) BDCA
9. (1) ACBD
10. (4) CADB

### Numerical Reasoning Correct Answers with Solutions and Explanations:

1. (2) next number in the sequence is 3. Notice that the numbers in the pattern were divided by 3 to get the next number. Therefore, you divide 2187 by 3 you'll get 729, then the next and so on.
2. (3) 81 – you can get this by squaring the numbers ( $1 \times 1 = 1$ ), ( $2 \times 2 = 4$ ), ( $3 \times 3 = 9$ ) and so on...
3. (4) -144 – subtract the 3rd and 1st to get the 2nd number, do the same to the next 3 sets
4. (1) IR KP – Use the equivalent ascending and descending letters in the alphabet
5. (2) P15625 – the pattern is the next 2 letters from the alphabet and the number multiplied by 5 to get the next one...
6. (2) -9 – positive + negative numbers is to subtract them and follow the sign of the bigger number
7. (3) 124 – positive – negative numbers is to change the sign of the subtrahend and follow the rules in addition
8. (1) 198 – multiplying numbers with similar signs = positive 9. (1) -100 – already explained
10. (1) -80 – dividing numbers with different signs = negative
11. (4)  $\frac{3}{4} + \frac{5}{2} + \frac{1}{3}$  – simplify the fractions given and convert the mixed number into improper fraction
12. (3) LCD is 16 – the denominators are: 8, 4 and 16
13. (3) GCF is 18 since 36 and 64 are divisible by 18, 9, 6, 3
14. (3) the answer is 3 because  $\frac{1}{2} + 2 + \frac{1}{2} = 3$
15. (2) the answer is  $\frac{6}{27}$  simplified into  $\frac{2}{9}$
16. (4) you will get 6 if you cross multiply the fractions
17. (1) .0075 because  $\frac{3}{4}$  is 75 percent or  $\frac{75}{100}$
18. (4)  $\frac{3.4}{100}$  because percent is  $\frac{n}{100}$

19. (2) .25 because it is the same as 25/100
20. (2) 5:4 because is is  $\frac{1}{2}$  divided by  $\frac{2}{5}$
21. (2) 2,120,000 because 10 to the 6th power is in million
22. (1) 2,500,000 because it is  $25 \times 100,000$
23. (3)  $x = -3$  because  $5(-3) + 25 = 10$
24. (4)  $y = 2$  because  $4(8) - 2(2) = 28$
25. (1)  $x = 9$  because  $2(9) + 4(8) = 50$
26. (4) 5 years old – to get it, make a table and derive the equation:

Let  $x$  be Sam's age:

Write the new relationship in an equation using the ages in 5 yrs.

	<i>age now</i>	<i>age in 5 yrs</i>
Kit	$2x$	$2x + 5$
Sam	$x$	$x + 5$
Cara	$x - 5$	$x - 5 + 5$

In 5 years, Kit will be three times as old as Cara.

$$2x + 5 = 3(x - 5 + 5)$$

$$2x + 5 = 3x$$

$$x = 5$$

**Sam is now 5 years old.**

27. (3) 8 years old – again solve it by making a table and derive the equation:

Let  $x$  be James's age now. Add 2 to get the ages in 2 yrs.

	<i>age now</i>	<i>age in 2 yrs</i>
James' dad	$5x$	$5x + 2$
James	$x$	$x + 2$
Sara	$\frac{1}{2}x$	$\frac{1}{2}x + 2$

Write the new relationship in an equation using the ages in 2 yrs.

In two years, the sum of their ages will be 58.

$$5x+2+x+2+\frac{1}{2}x+2=58$$

$$5x+x+\frac{1}{2}x=58-2-2-2$$

$$6\frac{1}{2}x=52$$

$$x=8$$

**James is now 8 years old.**

29. (2) 360 miles Solution:  $D= 50 (2) + 4 (65) = 360$  miles

30. (1) Original price is P3,062.50

To get it, simply divide P2450 by 80%

*Math is never difficult to those who master the basic concepts and logic in Math.” – Fehl Dungo*

### Clerical Operations / Clerical Reasoning Answers:

1. (4) Human Resource Department
2. (3) Outlook
3. (2) Fax machine
4. (2) Treasurer
5. (1) Cashier
6. (1) 4,2,1,3
7. (4) Credit Card Number of the customer
8. (4) Alphabetic
9. (2) His Excellency President Rodrigo Duterte
10. (2) Her Majesty Queen Elizabeth II
11. (3) A copy saved in a computer and sent through email
12. (3) Curriculum Vitae
13. (3) Accounts Payable and Receivable
14. (4) Internal and External Auditing
15. (2) Chief Executive Officer
16. (1) Marketing and promotion for customers
17. (4) BCDA
18. (1) DABC

19. (3) 12% of gross sales
20. (3) Billing section
21. (4) Sales invoice
22. (1) Form 137
23. (3) Answer the phone politely and give your department or company name.
24. (4) Business letter in a paper
25. (2) Copy furnished

### **Philippine Constitution, General Information, Current Events Answers:**

1. (3) Legislative, Executive, Judicial
2. (3) 14
3. (2) President Rodrigo Duterte
4. (1) President of the Philippines
5. (1) Congress of the Philippines
6. (4) 24
7. (4) 6 years
8. (4) 6 years
9. (1) 3 years
10. (1) Lands and buildings
11. (1) Two-thirds
12. (2) Bill of Rights
13. (3) No ex post facto law or bill of attainder shall not be enacted.
14. (4) All of the above are true.
15. (1) Suffrage
16. (4) Power to Impeach
17. (1) Police Power
18. (2) power of Eminent Domain
19. (3) power of Taxation
20. (1) Commission on Civil Rights
21. (3) Accountability
22. (2) House of Representatives
23. (4) Code of Conduct and Ethical Standards for Public Officials and Employees
24. (3) Accept gifts from the public upon prioritizing their queries.
25. (4) Petition
26. (2) Plebiscite
27. (1) Referendum
28. (2) Responsible Parenthood and Reproductive Health Law
29. (2) World Health Organization
30. (2) Asia Pacific Economic Cooperation
31. (1) Hong Kong
32. (3) Cybercrime Prevention Act
33. (3) Biodegradable
34. (4) Papers
35. (4) Project NOAH
36. (2) Philippine Atmospheric Geophysical and Astronomical Services Administration

37. (1) Philippine Institute of Volcanology and Seismology
38. (4) All of the above.
39. (2) Greenhouse Effect
40. (4) Universal Serial Bus

*If you want to be a Professional, act like a professional”*