

PROMEX REVIEWER

7TH SKILL LEVEL

SSgt - TSgt

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TOTAL	275

Effective Air Force Writing

1. It is the most frequently use means for official communication and its purpose is to get the idea across to the reader.
 - a. Listening
 - b. Speaking
 - c. Writing**
 - d. Reading

2. It is the message that the sentence is trying to convey.
 - a. Grammar
 - b. Context
 - c. Form
 - d. Content**

Military Letter and Endorsement

3. This writing pattern aims to convince or to persuade its reader.
 - a. Space Pattern
 - b. Time Pattern
 - c. Topical Pattern
 - d. Reason Pattern**

4. This writing pattern is useful whenever the sequence of events is important.
 - a. Time Pattern**
 - b. Topical Pattern
 - c. Reason Pattern
 - d. Space Pattern

5. This is used for correspondence with Army, Navy and Air Force personnel as well as with the General Headquarters of the Armed Forces of the Philippines.
 - a. Military Letter**
 - b. Endorsement
 - c. Subject to Letter
 - d. Transmittal

6. These are supplementary documents that are sent with the communication to provide additional information.
 - a. Endorsements
 - b. Transmittals
 - c. Enclosures**
 - d. References

7. This type of correspondence is used within the offices of the headquarters of a unit and should never be used to communicate with other offices outside of the headquarters.
 - a. Disposition Form**
 - b. Endorsement
 - c. Transmittal
 - d. Subject to Letter

Incident/Accident Report

8. It is a report that contains a complete investigation of an accident and statement of concurrence of the Wing Commander to the findings of the Investigation Board.
 - a. **Accident Report**
 - b. Flash Report
 - c. Preliminary Report
 - d. Formal report

9. It is an informal report for the purpose of immediate information to higher headquarters.
 - a. Incident Report
 - b. Information Report
 - c. Flash Report**
 - d. Preliminary Report

10. It has the detailed information about the accident to reach HPAF within eight hours after the occurrence of the mishap.
 - a. Flash Report
 - b. Information Report
 - c. Preliminary Report**
 - d. Incident Report

11. This is a complete investigation of an aircraft accident/ incident to reach HPAF within 30 days after the occurrence.

- a. **Formal Investigation Report**
- b. Incident Report
- c. Formal Accident Report
- d. Information Report

Post Operation Report

12. This report provides specific, and detailed information regarding a particular subject or area.

- a. Fact Finding Report
- b. **Formal Report**
- c. Technical Report
- d. Problem Solution Report

13. This pertains to the completeness and correctness of a Report.

- a. Clarity
- b. **Accuracy**
- c. Conciseness
- d. Convenience

Research

14. It is a studious inquiry or examination especially on critical exhaustive investigation to discover new facts and its correct interpretation.

- a. Feasibility Study
- b. **Research**
- c. Discussion
- d. Thesis

15. This refers to the condensed statement and general view in taking down notes for a Research work.

- a. Introduction
- b. Outline
- c. **Synopsis**
- d. Overview

Staff Study Report

16. A written report about a problem solving process that has just studied in order to derive at a valid solution and recommendation.

- a. **Staff Study Report**
- b. Technical Report
- c. Formal Report
- d. Technical report

17. Section in the Staff Study Report that bears the background material and the logic that is used in solving the given problem.

- a. Conclusion
- b. Action Recommended
- c. **Discussion**
- d. Factors Bearing on the Problem

18. Section in the Staff Study Report that bears the appropriate and workable solution at the problem.

- a. Action Recommended
- b. **Conclusion**
- c. Discussion
- d. Factors Bearing on the Problem

19. These are realistic statements and are not mere wishful thinking.

- a. Criteria
- b. Facts
- c. **Assumptions**
- d. Conclusions

20. In a Staff Study, this means, capable of being done/carried out.

- a. Acceptability
- b. **Feasibility**
- c. Suitability
- d. Credibility

21. This section of a Staff Study Report tells the reader what action should be taken and the means to the said action.

- a. Discussion
- b. **Recommendation**
- c. Introduction
- d. Conclusion

22. This refers to the documents that will simplify points made in the body of the report as well as those documents required to implement the recommended action.

- a. Recommendation
- b. Attachment**
- c. Support Documents
- d. Attached Records

Communication Process

23. This refers to a person or group or persons with a purpose, a reason for engaging in Communication.

- a. Source**
- b. Receiver
- c. Message
- d. Channel

24. This refers to the target of Communication.

- a. Message
- b. Receiver**
- c. Channel
- d. Source

Problem-Solving

25. It is the choice and decisions from a broad set of activity to correct an unsatisfactory situation.

- a. Problem solving**
- b. Decision making
- c. Choice making
- d. Problem changing

26. It is the process by which managers select a course of action to deal with specific problems.

- a. Problem changing
- b. Choice making
- c. Problem solving
- d. Decision making**

27. It is the attainment of enterprise goal or objective with the minimum use of resources or inputs.

- a. Goals
- b. Effectiveness
- c. Plans
- d. Efficiency**

Speaking Effectively

28. This type of speaking is primarily used to inform about a mission, operation or concept
- Briefing**
 - Lecture
 - Speech
 - Dialogue
29. Its basic purposes are to inform, to persuade, and to entertain.
- Speech**
 - Dialogue
 - Lecture
 - Briefing
30. This type of presentation primarily seeks audience understanding.
- Informative Presentation**
 - Persuasive Presentation
 - Entertaining Presentation
 - Amusing Presentation
31. This is a type of presentation that seeks changes in beliefs, attitudes, or behavior of listeners.
- Amusing Presentation
 - Entertaining Presentation
 - Persuasive Presentation**
 - Informative Presentation
32. This is a type of presentation that aim to divert, amuse or in some ways cause listener to enjoy.
- Amusing Presentation
 - Persuasive Presentation
 - Informative Presentation
 - Entertaining Presentation**
33. This is a very effective pattern in organizing main points and sub points of the details that are given to show the relationship that is developed according to some strategy.
- Time Pattern
 - Space Pattern**
 - Cause and effect
 - Problem Solution pattern

34. This is a causal pattern of detail arrangement where one set of condition is given as cause for another set.

- a. Time Pattern
- b. Problem Solution Pattern
- c. Cause and Effect Pattern**
- d. Space Pattern

35. This is a pattern sometimes called the disease/remedy pattern or the need satisfaction pattern that presents listeners with problem and then proposes a way to solve it.

- a. Problem Solution Pattern**
- b. Cause and Effect pattern
- c. Space Pattern
- d. Time Pattern

36. It is needed to clarify or to explain the meaning of a term, concept, or principle.

- a. Example
- b. Comparisons
- c. Definition**
- d. Testimony

37. These are given anytime a person asks you to give instances to help him gain a more complete understanding of the point.

- a. Comparisons
- b. Testimonies
- c. Examples**
- d. Definitions

38. It is used when the speaker wants to compare things that are unlike or things that are very much alike.

- a. Definitions
- b. Examples
- c. Comparisons**
- d. Testimony

39. This is used to clarify or explain an idea and is intended to provide proof for a claim.

- a. Testimony**
- b. Comparisons
- c. Examples
- d. Definitions

40. This is used to recapture the attention of the listeners.

- a. Examples
- b. Humor**
- c. Definitions
- d. Testimony

41. This is the poorest method of delivering talks and should be used sparingly or not at all.

- a. Manuscript Reading
- b. Memorizing**
- c. Extemporaneous
- d. Impromptu

42. It allows planning for the exact words and phrases but regarded simply as essay to be read allowed.

- a. Manuscript reading**
- b. Impromptu
- c. Extemporaneous
- d. Memorizing

43. This is talk done on the spur of the moment without preparation and requires a tremendous amount of skill and knowledge.

- a. Extemporaneous
- b. Impromptu**
- c. Memorizing
- d. Manuscript reading

44. This talk is carefully planned and outlined in detail.

- a. Manuscript reading
- b. Memorizing
- c. Impromptu
- d. Extemporaneous**

45. It refers to the overall impression a voice makes on others.

- a. Intelligibility
- b. Quality**
- c. Variety
- d. Sincerity

46. This is reflected in your eye contact that shows your enthusiasm and concern about audience members as individuals.

- a. Variety
- b. Quality
- c. Sincerity**
- d. Intelligibility

47. It allows the speaker to receive non-verbal feedback from the audience and it gauges the effect of remarks to the audience.

- a. **Eye contact**
- b. Body movement
- c. Gestures
- d. Hand signal

48. This is used to dramatize and amplify on the points you are trying to get across to your audience.

- a. Comparison
- b. Testimony
- c. **Visual Aid**
- d. Example

Informative Speech

49. This is the exact word of another person borrowed for use in your speech.

- a. Testimony
- b. **Quotation**
- c. Statistics
- d. Comparison

Persuasive Speech

50. This speech seeks to influence an audience to change their belief, feelings or actions.

- a. **Persuasive**
- b. Informative
- c. Entertaining
- d. Lecture

51. This is the most obvious arrangement for Persuasive Speech wherein a speaker states his proposition and then gives the reasons for believing it to be true.

- a. **Reason Pattern**
- b. Problem Solution Pattern
- c. Proposition Pattern
- d. Fact Pattern

Speech to Entertain

52. This speech is substantial and includes humor but need not always be funny in order to entertain.

- a. Persuasive
- b. Informative
- c. Entertainment**
- d. Impromptu

53. This part of Speech should be brief, sudden and definite.

- a. Summary
- b. Opening
- c. Conclusion**
- d. Opening

Instructor's Role

54. This is one of the Roles of an Instructor that involves determining whether students have successfully achieved the objectives and providing them with feedback to inform them of their progress throughout the course.

- a. Planner
- b. Evaluator**
- c. Manager
- d. Tutor

55. This is one of the Roles of an Instructor that involves assisting the students in making adjustment to the learning environment, advice students, and refers them to the appropriate agencies as necessary.

- a. Manager
- b. Instructor
- c. Counselor**
- d. Tutor

56. This is one of the Roles of an Instructor that involves maintaining student's records, making observations, observing and recording progress, and conducting counseling interviews on the appropriate terms.

- a. Manager**
- b. Tutor
- c. Evaluator
- d. Counselor

Nature of Communication

57. This is defined as the transmission of information and understanding from one person or group to another.

- a. Listening
- b. Communication**
- c. Speaking
- d. Transmission

58. This is the person who wants to send the message or signal to another in the Communication Process.

- a. Receiver
- b. Coder
- c. Sender**
- d. Transmitter

59. This is the person for whom the message is intended in the Communication Process.

- a. Transmitter
- b. Sender
- c. Receiver**
- d. Coder

60. These refer to any roadblocks that can interfere with effective communication.

- a. Communication Barriers**
- b. Communication Blocks
- c. Communication Problem
- d. Communication Feedback

Learning Process

61. This is a change of behavior that results from practice or experience.

- a. Learning**
- b. Practicing
- c. Conceptualizing
- d. Teaching

62. This refers to your ability to learn.

- a. Aptitude
- b. Skill
- c. Intelligence**
- d. Reasoning

63. This refers to the ability to learn with relative ease.

- a. Reasoning
- b. Intelligence
- c. Skill
- d. **Aptitude**

Effective Listening

64. This is a combination of what we hear, what we understand, and what we remember or recall.

- a. Learning
- b. **Listening**
- c. Comprehension
- d. Recollection

65. This happens when we hold certain beliefs about a variety of subjects.

- a. Prejudice
- b. Self-centeredness
- c. **Stereotyping**
- d. Preoccupation

66. These refer to attitudes and feelings not tempered by logical thinking.

- a. Self-centeredness
- b. Stereotyping
- c. **Prejudices**
- d. Preoccupation

67. This is the ability to understand the fact to which attention has been drawn or the ability to understand what is seen or heard.

- a. Attention
- b. **Comprehension**
- c. Recall
- d. Concentration

OUTLINING

68. Its purpose is to arrange main and supporting ideas in a visible framework to ensure that the presentation has unity, coherence, and progresses smoothly from beginning to end.

- a. **Outlining**
- b. Drafting
- c. Planning
- d. Searching

Lesson Planning

69. This is a process that serves as step-by-step guide for instructors in developing teaching and learning activities and ensures the greatest probability of learning.
- a. Outlining
 - b. Teaching
 - c. Lesson Planning**
 - d. Demonstration Performance
70. This is the first step in lesson planning.
- a. Research the topic
 - b. Determine the objective**
 - c. Develop a rough draft
 - d. Outline the topic
71. This helps to bring the gaps between teaching steps and in relating new materials to known materials.
- a. Question
 - b. Transition**
 - c. Overview
 - d. Summary
72. This includes the wrap up of the lesson and preliminary preparations for the next lesson.
- a. Transition
 - b. Summary
 - c. Conclusion**
 - d. Recommendation
73. This section of the Lesson Plan lists special instruction, emphasis precautions, scheduling, and equipments that affect the safety of students and instructors, and on the planned use of training resources.
- a. Training Equipment
 - b. Instructional Guidance**
 - c. Training Methods
 - d. Program of Instruction

Lecture Method of Instruction

74. This is a formal or informal presentation of information, concepts, or principles by a single individual.
- a. Teaching Lecture**
 - b. Lecture
 - c. Teaching Discussion
 - d. Teaching

75. This type of lecture is more conversational with students often addressed directly by name.

- a. **Informal Lecture**
- b. Formal Lecture
- c. Systematic Lecture
- d. Organized Lecture

76. Its organization is often fixed with different subjects arranged topically to serve as the basis for decision-making or operation.

- a. Speech
- b. **Briefing**
- c. Lecture
- d. Discussion

77. This type of speech is a narration concerning a specific topic, but does not involve a sustained effort to teach.

- a. Persuasive Speech
- b. **Informative Speech**
- c. Entertaining Speech
- d. Impromptu Speech

78. This type of speech is designed to move an audience to belief or action on some topic, product or other matter.

- a. Informative Speech
- b. Impromptu Speech
- c. Entertaining Speech
- d. **Persuasive Speech**

79. This type of speech aims to give enjoyment to the audience.

- a. Persuasive Speech
- b. **Entertaining Speech**
- c. Impromptu Speech
- d. Informative Speech

80. This aims to relax both the teacher and students especially at the beginning of the lecture.

- a. **Humor**
- b. Story
- c. Narration
- d. Introduction

81. This is a useful tool for maintaining continuity and for highlighting the particular important areas within the lecture.

- a. Transition
- b. Summary**
- c. Recommendation
- d. Conclusion

82. "Butterflies in the stomach", means_____.

- a. Hatred
- b. Nervousness**
- c. Sickness
- d. Hunger

83. This is used to clarify or emphasize ideas in the lecture.

- a. Eye contact
- b. Bodily Movement
- c. Gestures**
- d. Reinforcement

84. This refers to the overall impression of voice.

- a. Variety
- b. Quality
- c. Intelligibility**
- d. Quantity

Demonstration Performance

85. A phase in the demonstration- performance lesson that may be combined with the explanation phase wherein the instructor shows the students how to do the skill.

- a. Supervision Phase
- b. Demonstration Phase**
- c. Evaluation Phase
- d. Explanation Phase

86. It provides the students with the opportunity to perform skills or processes that have been explained and demonstrated under controlled conditions and close supervision.

- a. Demonstration-Performance Method**
- b. Evaluation Method
- c. Performance Method
- d. Explanation - Demonstration Method

Leadership Principles

87. One of the Leadership Principles that means knowing your job thoroughly and possessing not only specific knowledge of its detail but also general knowledge concerning its area of interest.

- a. Keep your men informed
- b. Be technically and tactically proficient**
- c. Set the example
- d. Know your men and look out for their welfare

88. This is one of the Principles of Leadership that can be attained by evaluating oneself and recognizing one's strengths and weaknesses.

- a. Keep your men informed
- b. Be technically and tactically proficient
- c. Set the example
- d. Know your self and seek self-improvement**

89. This Leadership Principle involves the ability to make a rapid estimate of the situation to arrive at a good decision.

- a. Set the example
- b. Make sound and timely decision**
- c. Keep your men informed
- d. Develop a sense of responsibility

Leadership Style

90. A leadership style wherein the authority is from leader's position, knowledge, strength or power to reward and punish, and he uses this authority as his principal method of getting things done.

- a. Bureaucratic Leadership
- b. Autocratic Leadership**
- c. Diplomatic Leadership
- d. Participative Leadership

91. A Leadership Style wherein a leader is absolutely following the organization's policies, procedures, rules and manages entirely "by the book" and no exceptions are permitted.

- a. Autocratic Leadership
- b. Bureaucratic Leadership**
- c. Diplomatic Leadership
- d. Participative Leadership

92. A Leadership Style wherein a leader prefers to "sell" people and operate as much as possible by persuasion and broad-scale individual motivation.

- a. **Diplomatic Leadership**
- b. Participative Leadership
- c. Free-Rein Leadership
- d. Bureaucratic Leadership

93. A Leadership Style wherein a leader openly invites his people to participate or share to a greater or lesser extent, in decision, policy making and operations methods.

- a. Diplomatic Leadership
- b. **Participative Leadership**
- c. Free-Rein Leadership
- d. Bureaucratic Leadership

94. One of the disadvantages of this Leadership Style is having a false efficiency since one-way communication, without feedback, typically leads to misunderstandings, communication breakdowns and costly errors.

- a. Free-Rein Leadership
- b. Bureaucratic Leadership
- c. **Autocratic Leadership**
- d. Participative Leadership

95. One of the advantages of this Leadership Style is it contributes to the sense of fairness and impartiality in the manager's complex dealings with people.

- a. Free-Rein Leadership
- b. **Bureaucratic Leadership**
- c. Autocratic Leadership
- d. Participative Leadership

96. One of the advantages of this Leadership Style is it makes people cooperate and work enthusiastically because of the compliment and respect given by authority.

- a. Participative Leadership
- b. Free-Rein Leadership
- c. **Diplomatic Leadership**
- d. Bureaucratic Leadership

97. One of the disadvantages of this Leadership Style is the misinterpretation of some people between persuasion and order that may cause losing respect for a manager.

- a. Participative Leadership
- b. Free-Rein Leadership
- c. **Diplomatic Leadership**
- d. Bureaucratic Leadership

98. One of the advantages of this Leadership Style is it establishes a work-climate which easily unleashes the enormous power of people who are motivated.

- a. Diplomatic Leadership
- b. Free-Rein Leadership
- c. Participative Leadership**
- d. Bureaucratic Leadership

99. One of the disadvantages of this Leadership Style is it takes enormous amounts of time and when used inappropriately, is simply inefficient.

- a. Diplomatic Leadership
- b. Free-Rein Leadership
- c. Participative Leadership**
- d. Bureaucratic Leadership

100. This Leadership Style can be a disaster if the manager does not know well the competence and integrity of his people.

- a. Bureaucratic Leadership
- b. Free-Rein Leadership**
- c. Participative Leadership
- d. Diplomatic Leadership

Leadership in an Informal Organization

101. This problem occurs when the quest for group satisfaction may lead members away from organizational objectives.

- a. Conformity
- b. Rumors
- c. Role Conflict**
- d. Dissatisfaction

Leadership Functions and Skills

102. These are the skills that involve observation, listening, analysis, and assessment of situation together with prediction of potentialities, trends and valid directions which situations are likely to take.

- a. Action Skills
- b. Diagnostic Skills**
- c. Leadership Skills
- d. Thinking Skills

Power

103. It is the influence potential and the resources that enable a leader to gain compliance or commitment from others.
- a. Fame
 - b. Power**
 - c. Dignity
 - d. Leadership
104. The Power that is passed to you from the higher authority.
- a. Delegated**
 - b. Visionary
 - c. Imposed
 - d. Mandatory
105. The Power that comes from your association with other powerful people or being identified with them.
- a. Delegated
 - b. Alliance
 - c. Competence
 - d. Associative**
106. The Power that comes from credential in your field.
- a. Availability
 - b. Professional**
 - c. Autocratic
 - d. Reward
107. The Power that flows from your being indisputably in control.
- a. Availability
 - b. Autocratic**
 - c. Visionary
 - d. Reward

Total Quality Leadership

108. It refers on how effectively the job environment meets the needs of the workers and values of work-life.
- a. Quality of Job
 - b. Quality of Work Life**
 - c. Quality of Job Environment
 - d. Quality of Work Values

109. This pertains to an idea that workers are human resources that are to be developed rather than simply used.

- a. Job Enrichment
- b. Humanized Job**
- c. Autonomy
- d. Feedback

110. It is one of the job characteristics that allow performing a complete piece of work.

- a. Humanized Job
- b. Task Significance
- c. Task Identity**
- d. Feedback

111. It is one of the job characteristics that tell workers how well they are performing from the job itself and the management.

- a. Task Significance
- b. Feedback**
- c. Humanized Job
- d. Autonomy

Team Building

112. It is one phase of Group Development wherein group members define the objectives and goals of the group.

- a. Polite Stage
- b. Why we're here**
- c. Bid for Power
- d. Constructive Stage

113. It is one phase of group development that involves unity, high spirits, mutual acceptance, and high cohesiveness among group members.

- a. Polite Stage
- b. Esprit Stage**
- c. Bid for Power
- d. Why We're Here

114. It is one of the attributes of a healthy team spirit that is characterized by the increasing trust among group members and keeping the team focused on doing what is legally, morally, and professionally right for the organization.

- a. Ethical Behavior**
- b. Critical Judgment
- c. Information Sharing
- d. Critical Judgment

115. It is one of the attributes of a healthy team spirit allowing group members to receive criticism and outside evaluation for the purpose of examining its processes and practices.

- a. Information Sharing
- b. Critical Judgment**
- c. Ethical Behavior
- d. Ethical Behavior

Situational Leadership

116. Its concept states that, there is no one best way to influence people.

- a. Free-Rein Leadership
- b. Situational Leadership**
- c. Diplomatic Leadership
- d. Bureaucratic Leadership

117. It is the extent to which a follower has the ability and willingness to accomplish a specific task.

- a. Readiness**
- b. Ability
- c. Willingness
- d. Guidance

Contemporary Motivation

118. These refer to physiological needs such as food, shelter, and clothing.

- a. Safety Needs
- b. Physiological Needs**
- c. Esteem Needs
- d. Security Needs

119. This refers to a desire to remain free from the hazards of life, accidents, wars, diseases, and economic instability.

- a. Security Need
- b. Safety Need**
- c. Esteem Need
- d. Physiological Need

120. This refers to a need to interact and be with others in situation where they feel belong and are accepted.

- a. Social Need**
- b. Physiological Need
- c. Esteem Need
- d. Security Need

Concepts of Drive and Motivation

121. It is an inner state that energizes, activates, moves and directs or channels behavior towards a goal.
- a. **Motivation**
 - b. Instinct
 - c. Hedonism
 - d. Drive
122. It is an unlearned behavior such as crying and locomotion.
- a. Drive
 - b. Motivation
 - c. **Instinct**
 - d. Hedonism
123. The dimension of motives related to underlying biological needs such as hunger, thirst and sexual drive, and the preference for certain conditions of temperature and humidity.
- a. Social
 - b. **Physical**
 - c. Mental
 - d. Psychic
124. The dimension of motives whose satisfaction depend on association and acceptance by other people.
- a. Physical
 - b. Psychic
 - c. **Social**
 - d. Mental
125. It indicates the failure to satisfy personal motives because of barriers to goal attainment.
- a. Conflict
 - b. **Frustration**
 - c. Defense Mechanism
 - d. Withdrawal
126. It is achieving a feeling of satisfaction by substituting a different goal for the one that is really desired.
- a. Rationalization
 - b. **Compensation**
 - c. Sweet lemon
 - d. Sour grape

127. It describes the tendency to give related but irrelevant reasons to excuse or “explain away” below par performance.

- a. Compensation
- b. Sour grape
- c. Rationalization**
- d. Sweet lemon

128. It describes the tendency to conclude that a goal we failed to achieve really was not worthwhile.

- a. Sweet Lemon
- b. Sour Grape**
- c. Rationalization
- d. Compensation

129. This means motivating people at work by threatening punishment for inappropriate behavior.

- a. Positive-negative behavior
- b. Neutral motivation
- c. Negative Motivation**
- d. Positive-negative motivation

Continuous Improvement Process

130. It is a systematic approach to plan, sequence and implement improvement efforts using data.

- a. Quality Improvement Process
- b. Continuous Improvement Process**
- c. Data Improvement Process
- d. Improvement Opportunity Process

131. It is a process of generating multiple ideas about problem or topic and it works well in groups of all sizes.

- a. Five "whys"
- b. Mental Imaging
- c. Brainstorming**
- d. Multivoting

132. It is a process to discover the root cause of a problem and how this causes might be related to one another.

- a. Brainstorming
- b. Five "Whys"**
- c. Mental Imaging
- d. Force Field Analysis

133. This is one of the tools in decision-making wherein you find the important items on a list that you try to avoid a "win-lose" situation for a group member.
- a. Nominal Group Techniques
 - b. Benchmarking
 - c. Force Field Analysis
 - d. Multivoting**
134. This is one of the tools in decision-making wherein you prioritize items in a short list to reach decisions by census.
- a. Pairwise Ranking**
 - b. Nominal Group techniques
 - c. Multivoting
 - d. Benchmarking
135. This is one of the tools in decision-making wherein you identify significant force that influence and helps you to identify improvement opportunities.
- a. Benchmarking
 - b. Multivoting
 - c. Force Field Analysis**
 - d. Pairwise ranking
136. This is one of the tools in problem analysis wherein you show how the whole process works and you identify critical stages of this process.
- a. Affinity Diagram
 - b. Flow Chart**
 - c. Pareto Chart
 - d. Cause-and-effect diagram
137. This is one of the tools in problem analysis wherein you determine causes of a particular effect and you identify areas where you need more information.
- a. Thematic Content Analysis
 - b. Cause-and-Effect Diagram**
 - c. Pareto Chart
 - d. Flowchart
138. This is the process used to decide the quality and accuracy of the data and reliability of the source or agency through which the information was derived.
- a. Reliability
 - b. Evaluation**
 - c. Accuracy
 - d. Validity

Interpersonal Relations and Self-Concept

139. This first quadrant of the Johari's Window represents everything about people that is known and freely shared with others.

- a. **Open Pane**
- b. Secret Pane
- c. Blind Pane
- d. Unknown Pane

140. This is the fourth quadrant of the Johari's Window that represents aspects of a given person that are not known to anyone-not to the people themselves or to others.

- a. Blind Pane
- b. Open Pane
- c. **Unknown Pane**
- d. Blind Pane

Values

141. These are the standards of desirability by which the individual chooses between alternate behaviors.

- a. Standards
- b. Principles
- c. Policy
- d. **Values**

Personality Development

142. This is the arrangement of configuration of individual characteristics and ways of behaving that determine one's unique adjustment to the environment.

- a. Attributes
- b. **Personality**
- c. Attitudes
- d. Values

143. It refers to bodily build, height, weight, texture of the skin, shape of the lips and other outer characteristics of a person.

- a. Mental
- b. Spiritual
- c. Social
- d. **Physical**

144. It refers to range of ideas, mental alertness, and ability to reason and to conceptualize things.

- a. Spiritual
- b. Mental**
- c. Social
- d. Emotional

145. It refers to one's temperament, moods, prejudices, biases, emotional response like aggressiveness and calmness.

- a. Emotional**
- b. Social
- c. Spiritual
- d. Mental

146. It refers to relation with other people such as social responsiveness and concern for others.

- a. Mental
- b. Emotional
- c. Social**
- d. Spiritual

147. It refers to one's positive or negative adherence to Do's and Don'ts of his society.

- a. Moral**
- b. Spiritual
- c. Social
- d. Mental

148. It refers to one's faith, belief and philosophy of life.

- a. Emotional
- b. Social
- c. Spiritual**
- d. Mental

Performance Counseling

149. This is a systematic two-way discussion between supervisor and subordinate concerning duty performance.

- a. Performance Counseling**
- b. Demonstration Performance
- c. Supportive Feedback
- d. Demonstration Counseling

150. This is used to reinforce behavior that is effective and desirable.

- a. **Constructive Feedback**
- b. Supportive Feedback
- c. Corrective Feedback
- d. Effective Feedback

Functions of Management

151. A function of management that involves determining what is to be done, how it is to be done, who is responsible for doing it or seeing that it is done, and when it is to be done.

- a. **Planning**
- b. Directing
- c. Controlling
- d. Organizing

152. It is set of instructions and procedures to be followed by the unit for the performance of those features of operations both tactical and administrative that are desired to be made routine.

- a. Policy
- b. Responsibility
- c. **Standing Operating Procedure**
- d. Orders

153. Commanders estimate of the situation.

- a. Planning
- b. **Forecasting**
- c. Organizing
- d. Decision-making

154. One of the Characteristics of planning that focuses on the accuracy and the accomplishment of the objectives.

- a. Providing Continuity
- b. Providing decentralization
- c. **Capability of accomplishing the mission**
- d. Flexibility

155. One of the Characteristics of planning, assuring that all pertinent data has been considered and the assumptions has been reduced to a minimum.

- a. Providing continuity
- b. **Basing the data on facts**
- c. Flexibility
- d. Providing for Decentralization

156. One of the Characteristics of planning that involves establishing clear relationship and fix responsibilities.
- a. Flexibility
 - b. Providing for Decentralization
 - c. Providing the necessary organization**
 - d. Providing for control
157. One of the Characteristics of planning that involves leaving room for adjustment to changes in operating conditions.
- a. Providing for control
 - b. Flexibility**
 - c. Providing for Decentralization
 - d. Providing the Necessary Organization
158. It is the establishment of relationship between men and material grouped together for a common purpose.
- a. Planning
 - b. Directing
 - c. Controlling
 - d. Organizing**
159. One of the steps in organizing that involves dividing of the overall mission into specific jobs that are capable of being accomplished.
- a. Establishing the structure
 - b. Determining the jobs**
 - c. Allocating the Resources
 - d. Providing the control
160. One of the steps in organizing that involves analysis of the jobs and the specific duties and responsibilities of the individuals who will hold those jobs.
- a. Establishing the structure**
 - b. Determining the jobs
 - c. Providing the controls
 - d. Allocating the resources
161. One of the steps in organizing that means assigning personnel to the jobs with the necessary equipment, the space in which to work, and the time in which to carry out their duties.
- a. Allocating the Resources**
 - b. Providing the control
 - c. Determining the jobs
 - d. Establishing the structure

162. It is the grouping of patterns of the day relationships, which exists among individuals and stem from the social groupings, and associations that evolve when individual work together.
- a. Formal Organization
 - b. Informal organization**
 - c. Organization
 - d. Establishment
163. It is the specific lines of demarcation of the job, activities, responsibility and authority that are laid out in written form.
- a. Formal Organization**
 - b. Organization
 - c. Establishment
 - d. Informal Organization
164. It refers to the capacity to move from one location to another.
- a. Flexibility
 - b. Mobility**
 - c. Changeability
 - d. Specificity
165. This applies to the grouping of function in the organization that is alike, similar or allied.
- a. Homogenous Assignment**
 - b. Categories
 - c. Phases
 - d. Delegation of Authority
166. This means that individual should be given authority in keeping with their responsibilities.
- a. Delegation of assignment
 - b. Delegation of authority**
 - c. Homogeneous Assignment
 - d. Manipulation of Authority
167. It refers to the vertical hierarchy of Commanders from the troops in the fields to the highest Military Command.
- a. The Staff
 - b. Chain of Command
 - c. Line and staff**
 - d. Officer-In-Charge

168. It secures the information and furnishes advice as may be required by the Commander, translate decision plans into orders and facilitates its transmittal.

- a. **The Staff**
- b. Chain Command
- c. Line and Staff
- d. Officer in charge

169. A characteristic of Directive that pertains to carefully choosing words, avoiding ambiguous words, unfamiliar abbreviation and highly technical language.

- a. **Clarity**
- b. Conciseness
- c. Ambiguity
- d. Coherence

170. The integrating of all details necessary for accomplishment of a mission.

- a. Planning
- b. **Coordinating**
- c. Managing
- d. Staffing

171. This is the most fundamental form of coordinating and is suitable for day-to-day effective personnel relation.

- a. Talks
- b. **Informal Talks**
- c. Meeting
- d. Conference

172. These are useful for official notices, formally recorded statement or lengthy communication, even when the address is physically available.

- a. **Letters**
- b. Reports
- c. Memo
- d. Notices

173. These are usually more formal and are used to convey information associated with evaluation, analysis and recommendation.

- a. Notices
- b. **Reports**
- c. Memo
- d. Letters

174. Theses provide the opportunity for the development of strong group cohesiveness and response.
- a. Planned Conference
 - b. Mass meeting
 - c. Informal Staff Meetings**
 - d. Telephone Calls
175. These can be valuable means of celebrating occasion, building morale, changing attitude, meeting emergencies, introducing new policies or key personnel and making special assignment.
- a. Planned Conferences
 - b. Mass Meeting**
 - c. Planned Appointments
 - d. Sessions
176. It is one level of Communication wherein the subordinates communicate directly to his superior or supervisor.
- a. Down Coordination
 - b. Upward Coordination**
 - c. On the Same level
 - d. Diagonal Coordination
177. It is one level of Communication wherein the superior or supervisor communicates directly to his coordinates.
- a. Upward Coordination
 - b. Diagonal Coordination
 - c. On the same level
 - d. Down Coordination**
178. It is one level of Communication wherein the superior or executive communicates with other people or executives on the same level as his in the organization.
- a. Diagonal
 - b. Upward Coordination
 - c. On the same level**
 - d. Down Coordination

Time Management

179. A system of reference by which occurrences and sequences of events can be understood and described.
- a. Time Waster
 - b. Time**
 - c. Time Management
 - d. Time Consumer

180. It is any activity that has lower payoff than other activity you can be doing.
- a. Time Consumer
 - b. Time
 - c. Time Waster**
 - d. Time Management
181. It could serve as a good reminder and identifies what should be done in order of priority.
- a. "To do list"**
 - b. Clock
 - c. Time Table
 - d. Time Chart

Stress Management

182. It is a response made by the body to a perceived threat that prepares the body for flight or fight.
- a. Stress**
 - b. Depression
 - c. Defense Mechanism
 - d. Trauma
183. It stems from the demands and pressures of social relations and can be a significant source of stress.
- a. Environmental Stressors
 - b. Interpersonal Stressors**
 - c. Extra Organizational Stressors
 - d. Extra Stressors
184. Stressors that stems from the level of decision-making and the magnitude of rules and regulations imposed to an individual.
- a. Structure stressors**
 - b. Extra Organizational Stressors
 - c. Organizational Stressors
 - d. Extra Stressors
185. It occurs when the stress is activated too intensely or too frequently.
- a. Distress**
 - b. Depression
 - c. Frustration
 - d. Sublimation

Total Quality Management

186. This is the employment of activities and techniques to achieve and maintain the quality of product, process or service.
- a. Quality Management
 - b. Quality Control**
 - c. Quality Check
 - d. Quality Evaluation
187. It is a comprehensive approach to improving competitiveness, effectiveness and flexibility through planning, organizing and understanding each activity of the organization.
- a. Total Quality Commitment
 - b. Total Quality Management**
 - c. Total Control Management
 - d. Total Quality Strategy

Organizational structure

188. An organizational structure that includes specialized duties and tasks for each individual so that each person has clear-cut authority and responsibility based on the technical competence, rules and controls which are strictly applied to every one in the unit.
- a. Mechanistic Structure
 - b. Bureaucratic Structure**
 - c. Organic Structure
 - d. Diverse Structure
189. This organizational structure places less emphasis on rules and controls in getting things done.
- a. Mechanistic Structure
 - b. Organic Structure**
 - c. Matrix Structure
 - d. Diverse Structure

Organizational Norm

190. These are the informal group requirements for a uniform life-style and are considered to be acceptable behavior as prescribed by work groups, society and its institution.
- a. References
 - b. Norms**
 - c. Traits
 - d. Cultures

191. The Norms in this category are associated with and influence the feeling of identification and pride the individual has with his or her organization.

- a. Performance/Excellence
- b. Organizational and Personal Pride**
- c. Teamwork/Communication
- d. Colleague and Associate Relations

192. This group of norms determines to a large degree whether original and creative behavior is supported and encouraged.

- a. Teamwork/Communication
- b. Performance/Excellence
- c. Innovativeness and Creativity**
- d. Training and Development

193. These group norms that determines the degree of freedom in which communication can take place both vertically and horizontally.

- a. Training and Development
- b. Colleague and Associate Relations
- c. Candor and openness**
- d. Customer Relations

Managing Organizational Change

194. This means the adoption of a few idea or behavior by an organization.

- a. Organizational Task
- b. Organizational Change**
- c. Organizational Improvement
- d. Organizational Development

195. This category of Norms includes general procedures, job steps and checklists in the areas of organization.

- a. Technology
- b. Tasks**
- c. People
- d. Structure

Managing Organizational Conflict

196. This is a process that results when one person perceives that another person is frustrating or about to frustrate leading to incompatibility.

- a. Conflict**
- b. Problem
- c. Chaos
- d. War

Environmental Protection

197. It refers to identified portions of land and water set aside by reason of their unique physical and biological significance, managed to enhance biological diversity and protected against destructive human exploitation.

- a. Strict Natural Reserve
- b. Natural Monument
- c. Protected Area**
- d. Protected Landscape and Seascape

198. It is an area possessing some outstanding ecosystem features and/or species of flora and fauna of national scientific importance maintained to protect nature and maintain processes in an undisturbed state.

- a. Natural Park
- b. Resource Reserve
- c. Strict Natural Reserve**
- d. Wildlife Sanctuary

199. It is relatively small area focused on protection of small features to protect or preserve nationally significant natural features on account of their special interest or unique characteristics.

- a. Natural Monument**
- b. Strict Natural Monument
- c. Resource Reserve
- d. Natural Park

200. These are areas on national significance which are characterized by harmonious interaction of man and land while providing opportunities for public enjoyment through recreation and tourism with the normal lifestyle and economic activities of these areas.

- a. Natural Monument
- b. Protected landscape and seascape**
- c. Resource Reserve
- d. Natural Biotic Area

201. It is an extensive isolated and uninhabited areas normally with difficult access designated as such to protect natural resources of the area.

- a. Wildlife Sanctuary
- b. Resource Reserve**
- c. Natural Biotic Area
- d. Natural Monument

202. These are identified areas outside the boundaries of and immediately adjacent to designated protected areas that need special development control in order to avoid or minimize harm to the protected area.

- a. **Buffer Zone**
- b. Wildlife Zone
- c. Reserve Zone
- d. Natural Resource Zone

203. The code of Sanitation of the Philippines, prescribing sanitation requirements for food establishments and the refuse collective and disposal system in cities.

- a. **Presidential Decree 856**
- b. Presidential Decree 353
- c. Presidential Decree 552
- d. Presidential Decree 265

204. It is the circulation of water from the ocean, into the atmosphere, to the land back to the ocean.

- a. Water Purification
- b. Water Evaporation
- c. **Water Cycle**
- d. Water Condensation

205. The area which sheds water to the river.

- a. Water falls
- b. Water flow
- c. **Watershed**
- d. Water Consumption

206. The integrated watershed management ensures the following, except:

- a. Increase resilience of human animal communities
- b. Decrease vulnerability to climate change
- c. **Increase resource degradation**
- d. Sustained increase in productivity

207. It is the process of formulating and carrying out a course of action involving manipulation of the natural system of a watershed to achieve specific objectives.

- a. **Watershed Management**
- b. Integrated Watershed Management
- c. Water Management
- d. Watershed System

208. These are the different kinds of plants growing in the Philippines used in bank stabilization, except:

- a. Trees
- b. Shrub
- c. Cactus**
- d. Grasses

War and the Nation

209. This is a discipline concerned in the nature of war and the methods of conducting war.

- a. Military Art
- b. Military Science**
- c. Military Teaching
- d. Military Knowledge

210. This is a creation and exploitation of the advantages in war that enable military power to achieve political objectives.

- a. Military Science
- b. Military Knowledge
- c. Military Art**
- d. Military Teaching

211. These are vital elements within a nation or a military force that are most important to continue an effective operation.

- a. Centers of Gravity**
- b. Offense and Defense
- c. Modern Warfare
- d. Human Factors

212. This is the body of principle in any branch of knowledge that is based on the accumulation of knowledge gained through experience, study, analysis and test.

- a. Doctrine**
- b. Policy
- c. Standard
- d. Strategy

213. The following are the Categories of Military Doctrine, except:

- a. Environmental
- b. Joint
- c. Combined
- d. Strategic**

214. The following are the Levels of Doctrine, except:
- a. Strategic
 - b. Operational
 - c. Tactical
 - d. Combined**
215. This represents the ability to project military force in the third dimension that includes the environment of space by or from a platform above the surface of the air.
- a. Air War
 - b. Air Power**
 - c. Air Satellite
 - d. Air Connection
216. The following are the characteristics of Air Power, except:
- a. Reach
 - b. Ubiquity
 - c. Responsiveness
 - d. Permanence**
217. These are series of operations which share a common objective aligned to the overall conduct of the war, and by itself can have an influence on the war.
- a. Air Operations
 - b. Campaigns**
 - c. Air Strike
 - d. Air Support
218. This is the exercise of authority and direction by a properly designated commander over the assigned forces in the accomplishment of the mission.
- a. Command and Control**
 - b. Command and Implement
 - c. Command and Execute
 - d. Command and Discipline
219. This is mounted to destroy, disrupt or limit enemy air power as close to its source as practicable.
- a. Offensive Counter Air Operations**
 - b. Suppression of Enemy Air Defenses
 - c. Defensive Counter Air Operations
 - d. Passive Air Defenses

220. These are activities that neutralize, destroy, or temporarily degrade enemy air defense systems in a specific area by physical attack or electronic warfare for a successful air operation.

- a. Offensive Counter Air Operations
- b. Suppression of Enemy Air Defenses**
- c. Defensive Counter Air Operations
- d. Passive Air Defenses

221. It provides the military commander with the capability to deploy forces quickly and over considerable distances and is characterized by speed and reach.

- a. Airlift**
- b. Air Power
- c. Air Operation
- d. Air Rescue

222. This part of military activity provides support of a military force by providing supplies, equipment, transportation, and other services to render the military force efficient and effective in combat and non-combat operations.

- a. Operations
- b. Equipment
- c. Logistics**
- d. Finance

EP Career Program

223. A grouping of position that requires common qualification and is identified by a title and code.

- a. Air Force Specialty**
- b. Primary Air Force Specialty Code
- c. Air Force Specialty Prefix
- d. Additional Air Force Specialty Code

224. It is a combination of meaningful digits used to identify an AFS.

- a. Air Force Specialty
- b. Air Force Specialty Code**
- c. Air Force Specialty Prefix
- d. Additional Air Force Specialty Code

225. It is the identification by mean of a title and alphabetical designator, of an ability or skill not restricted to a single utilization field or career field.

- a. Awarded Sir Force Specialty Code
- b. Air Force Specialty Prefix**
- c. Additional Air Force Specialty Prefix
- d. Additional Air Force Specialty Code

226. It is an identification of part of an AFSC by means of a little and alphabetical suffix to the appropriate AFSC to designate specific equipment or function embraced in an AFSC.

- a. Air Force Specialty Prefix
- b. Air Force Specialty Shred out**
- c. Air Force Specialty Code
- d. Additional Air Force Specialty Code

227. An awarded AFSC in which a person is most highly qualified to perform duty.

- a. Air Force Specialty Prefix
- b. Air Force Specialty Shred out
- c. Air Force Specialty Code
- d. Primary Air Force Specialty Code**

228. An awarded AFSC other than the primary AFSC.

- a. Air Force Specialty Shred out
- b. Additional Air Force Specialty Code**
- c. Air Force Specialty Code
- d. Primary Air Force Specialty Code

229. It is the authorized manning document AFSC, which identifies the position to which an individual has been officially assigned.

- a. Air Force Specialty Prefix
- b. Air Force Specialty Code
- c. Duty Air Force Specialty Code**
- d. Primary Air Force Specialty Code

230. It is a description of an AFS which includes the titles, code summary, duties, qualification, other specialty data and shred out, if appropriate.

- a. Position
- b. Specialty Description**
- c. Reporting Code
- d. Air Force Specialty Code

231. The duties and task established as the work requirement for one individual that can be existing or vacant.

- a. Position**
- b. Specialty Description
- c. Reporting Code
- d. Air Force Specialty Code

232. It is vertical arrangement of AFS on a Career Field Chart within, or comprising a career field subdivision to indicate skill distinction and progression.

- a. Career Field Subdivision
- b. Career Field ladder**
- c. Skill Level
- d. Career Field

233. It is a division of a Career Field in which closely related AFS's are arranged in one or more ladder to indicate functional relationship, emerging at the advance or superintendent skill level.

- a. Career Field Subdivision**
- b. Career Field Ladder
- c. Skill Level
- d. Career Field

234. It is a grouping of related AFSs involving basically similar knowledge and skills.

- a. Career Ladder
- b. Career Field**
- c. Skill Level
- d. Career Field Subdivision

235. It is an AFS depicted by the fourth digit in the AFSC.

- a. Skill Level**
- b. Career Field
- c. Career Ladder
- d. Specialty Code

236. A person who has been awarded the semiskilled level of an AFSC based on prior civilian for military occupation, experienced or schooling.

- a. Career Ladder Specialist
- b. Bypassed Specialist**
- c. Specialty Specialist
- d. Skill Specialist

237. It is comprehensive multiple choice written test designed to measure technical knowledge in semi-skilled, skilled or advanced AFSCs.

- a. Aptitude Test
- b. Airmen Qualifying Examination
- c. Specialty Training Standard**
- d. Specialty Knowledge Test

Intelligence Cycle

238. These are the items of information regarding the enemy and his environment that an individual needs by a particular time.

- a. **Essential Elements of Information**
- b. Element of Information
- c. Enemy and environment information
- d. Individual needs information

239. This pertains to enemy capabilities of characteristics that may effect but not prevent the accomplishment of the mission.

- a. Other Element Requirements
- b. **Other Intel Requirements**
- c. Other Individual requirements
- d. Other Identifying Requirements

Supply Management

240. It is an obligation of an individual for the proper custody, care and safekeeping of property and funds entrusted to his possession or under his supervision.

- a. Accountability
- b. **Responsibility**
- c. Custody
- d. Management

241. It is a request for material from accountable/responsible office to a source of supplies or approving authority.

- a. Accountability
- b. Custody
- c. **Requisition**
- d. Supply Management

242. Supplies or materials that loss its identify upon utilization.

- a. **Expendable items**
- b. Semi-expendable items
- c. Discarded items
- d. Damaged Items

243. Supplies or materials that take a certain period of time to loss its identity.

- a. Discarded Items
- b. Damaged Items
- c. Expendable Items
- d. **Semi-Expendable items**

244. Supplies from serviceable components or recovered from condemned unserviceable property.

- a. **Reclaimed Property**
- b. Salvage Property
- c. Captured by enemy property
- d. Found in station

245. Items used only by one technical service.

- a. Ordinance
- b. **Peculiar**
- c. Medical
- d. Signal

246. Items used by more than one technical service.

- a. Ordinance
- b. Signal
- c. **Common**
- d. Peculiar Items

247. It is a general term used to plan and control supply operations.

- a. Operational Level
- b. **Level Supply**
- c. Safety Level
- d. Requisition Level

248. The quantity of material required to sustain operations in the interval between requisitions or between the arrivals of successive shipment.

- a. Level Supply
- b. Operational Supply
- c. **Operational Level**
- d. Safety Level

249. The portion of stock requisitioned which is not immediately available for supply and which will not be referred to as secondary source of supply action, but will be recorded as a commitment for future issue.

- a. Reserves
- b. **Due-in**
- c. Safety Supply
- d. Operational Supply

250. It is the need or demand for personnel equipment, supplies, resources, facilities or services, by specified quantities for specific periods of time or at specified times.

- a. Procurement
- b. Requirement**
- c. Storage
- d. Distribution

251. It is the acquisition of supplies, materials or equipment including non-personal service, which is necessary to carry out the program of government by written order or contract, thru bidding or negotiation or by transfer under prescribed laws, procedures, rules and regulations.

- a. Storage
- b. Procurement**
- c. Distribution
- d. Supplies

Civil Military Operations

252. It is categorized as non-military functions governed with, but not limited to, the cultural, political, economic, social and psychological dimensions of military operations.

- a. Value Orientation, Information and Continuous Education
- b. Civil-Military Operations**
- c. Public Affair and Inter-Agency Coordination
- d. Mass Communication

Articles of War

253. Fraudulent Enlistment falls under what Article of War?

- a. AW 56
- b. AW 54**
- c. AW 95
- d. AW 98

254. Absence without Leave falls under what Article of War?

- a. AW 63
- b. AW 60
- c. AW 62**
- d. AW 65

255. Improper use of countersign fall under what Article of War?

- a. AW 77
- b. AW 78**
- c. AW 76
- d. AW 75

256. Drunk on Duty falls under what Articles of War?

- a. **AW 86**
- b. AW 88
- c. AW 87
- d. AW 89

257. Provoking Speeches or Gestures falls under what Article of War?

- a. AW 90
- b. AW 89
- c. **AW 91**
- d. AW 88

258. Frauds against the government fall under what Article of War?

- a. **AW 95**
- b. AW 96
- c. AW 97
- d. AW 98

Troop Leading Procedure

259. It is a logical sequence of action and thru processes which military leader must follow in developing and executing a tactical plan.

- a. Harbours Procedure
- b. **Troop Leading Procedure**
- c. Patrolling
- d. Visual Tracking Procedure

260. It is a mental problem solving process that a leader must go through to be able to come up with a logical and realistic assessment of a tactical situation necessary for a good decision.

- a. Troop Leading Procedure
- b. Harbours
- c. **Estimate of Situation**
- d. Visual tracking

261. It contains Commander's plan on how he intends his unit to conduct a particular operation and can be issued verbally or in writing.

- a. **Combat Order**
- b. Operating Order
- c. Fragmentary Order
- d. Mission Order

Fire Fight SOP/IAD

262. The situation wherein the patrol had been burned out, holding the person and conducting interrogation until the mission is accomplished.

- a. Hasty Ambush
- b. Compromise**
- c. To withdraw
- d. Meeting engagement

263. A situation wherein your chance upon the enemy and you see each other at the same time, the first one to see the enemy immediately open fire and the patrol leader decides if they engage in the enemy or withdraw.

- a. Hasty ambush
- b. Near ambush
- c. Meeting Engagement**
- d. To engage

Patrolling

264. It is a unit out from the large units.

- a. Reconnaissance
- b. Patrol**
- c. Harboursing
- d. Ambush

265. It is a patrol sent out to gather information.

- a. Combat Patrol
- b. Recon patrol**
- c. Raid ambush
- d. Link-Up Operation

Harboursing

266. It is an established defensive position of a patrol for the purpose of patrol reorganization, mission planning, resting when patrol decides to move during night time and hide a large patrol while making a final recon on the objective.

- a. Harboursing**
- b. Reconnaissance
- c. Visual Tracking
- d. Raid

267. These are the characteristics of good harboursing position, except:

- a. It should provide a good cover and concealment
- b. Closed to the area of operation
- c. Near Road Nets**
- d. Good routes to and from the position

Visual Tracking

268. It is an art of being to follow a man or a group of men using the sign they have left.

- a. **Visual Tracking**
- b. Harboursing
- c. Reconnaissance
- d. Raid

269. They are marks on the ground and disturbance of vegetation left by a man or men or an animal passing thru the area.

- a. Group Signs
- b. Top Signs
- c. **Signs**
- d. Jungle Signs

270. The following are the signs that can be found on the ground, except:

- a. Mud deposit on boots
- b. Debris
- c. **Scratches on Trees**
- d. Disturbed Water

Raid

271. It is a surprise and violent attack on enemy position or installation followed by a swift and organized withdrawal.

- a. Reconnaissance
- b. **Raid**
- c. Patrolling
- d. Ambush

272. It is conducted before the execution of raid and done with utmost secrecy to prevent the enemy from being compromised.

- a. Patrolling
- b. **Reconnaissance**
- c. Visual Tracking
- d. Harboursing

273. These are the following guideline in conducting a raid, except:

- a. Always rehearse the element of the raiding forces
- b. Always strike quickly to gain response
- c. **Use the same route for withdrawal**
- d. Leaders must conduct reconnaissance

Ambush

274. It is a surprise attack from concealed position on an unsuspecting moving or temporarily halted enemy.

- a. Reconnaissance
- b. **Ambush**
- c. Raid
- d. Patrolling

275. An ambush of this kind goes for any target of opportunity you accidentally meet in the course of your combat operation.

- a. Deliberated Ambush
- b. Point Ambush
- c. **Hasty Ambush**
- d. Near Ambush

- End -