

ADJUTANT GENERAL SERVICE

Rank: Corporal

DIRECTIONS: Single response. Shade the corresponding letter on the answer sheet which you think is the correct answer. 60 items.

1. Is a distinctive physical device of metal and ribbon which constitutes the tangible evidence of an award

a. Medal

b. Citation

c. Anahaw Leaf

d. Plaque

2. Anything tangible (can be seen) granted to an individual or unit in recognition of acts of gallantry or heroism, meritorious service or skill and proficiency.

a. Pension

b. Bonus

c. Decoration

d. Award

3. It is a staff paper used to secure the commander's approval of recommended action.

a. SDF

b. DF

c. STL

d. Routing Slip

4. Type of Letter used in communication between and/or among personnel of the AFP.

a. Military Letters

b. Non- Military Letters

c. Letter Orders

d. Direct Communication

5. According to Article VII of 1987 Constitution, the President of the Republic of the Philippines is otherwise called as...

a. Commanding General, Philippine Army

b. Commander in Chief

c. Chief of Staff

d. Secretary of Defense

6. The period wherein a military personnel in the active service who is officially declared as "Missing in Action" is still entitled to receive pay and allowances subject to extension by the Chief of Staff, Armed Forces of the Philippines.

a. 1 year

b. 34 months

c. 90 days

d. 2 years

7. It is a type of staff reports generally used for correspondence between elements of an organization.

- a. **Disposition Forms**
- b. Memorandum
- c. Radio Message
- d. Summary Disposition Form

8. A person who is responsible for the preparation and publication of routine orders.

- a. Major Service Commanders
- b. Secretary of National Defense (SND)
- c. The Inspector General
- d. **The Adjutant General**

9. The service rendered is beyond the normal call of duty and so DISTINCT that award is deemed insufficient to fully recognize the exceptional ability and leadership shown.

- a. **Meritorious Promotion**
- b. Gratuity
- c. Bonus
- d. Special Promotion

10. Cases that result in decisions not involving penal sanctions and the type of evidence and the degree of proof required is mere preponderance of evidence.

- a. **Administrative Cases**
- b. Criminal Cases
- c. Civil cases
- d. GCM Cases

11. Cases that result in the deprivation of life, liberty and property and the type of evidence and the degree of proof required is beyond reasonable doubt.

- a. Administrative Cases
- b. **Criminal Cases**
- c. Civil Cases
- b. GCM Cases

12. The following are the grounds for Dishonorable Discharge EXCEPT.

- a. Conviction by Civil Court
- b. **Marriage within one term of Military Service**
- c. Immorality
- d. Desertion of Absence Without Leave

13. It is designed to provide the Armed Forces of the Philippines with a means of measuring the efficiency and effectiveness of the Enlisted Personnel in the performance of his job.

- a. Commander's Evaluation
- b. Officer Appraisal Report
- c. Enlisted Personnel Evaluation Mark**
- d. Gender Audit Report

14. A process that includes the preparation and distribution of directives, regulations and other related administrative matters.

- a. Publication Management**
- b. Orders
- c. Publication
- d. Management

15. A directive that applies to all or large part of a command. The information published in this order are permanent in nature and cannot easily be incorporated into established regulations.

- a. Special Orders
- b. General Orders**
- c. Letter Orders
- d. Standard Operating Procedure

16. Are normally used to promulgate directives affecting the status of an individual. They are directive in nature and individual in application.

- a. General Orders
- b. Letter Orders
- c. Special Orders**
- d. Standard Operating Procedures

17. Type of Routine Order that is used for the purpose of publishing a directive in a special order and the directive is written in a military letter form addressed to the individual concerned. This is also issued for Travel Orders.

- a. Letter Orders**
- b. General Orders
- c. Special Orders
- d. Standard Operating Procedures

18. The only routine order published in the company size units that are part of a battalion.

- a. Circulars and Military Letters
- b. Letter Orders
- c. General Court Martial Orders
- d. Company Orders**

19. It is derived from the old French word "ESWARD" which means something conferred upon a person.

- a. Decoration
- b. Appurtenance
- c. Award**
- d. Medal

20. It is derived from the Latin word "DECORATUS" which means the act of adoring and honoring.

- a. Appurtenance
- b. Award
- c. Medal
- d. Decoration**

21. An award that is given to those deserving military personnel after serving the Armed Forces of the Philippines for twenty years (20) of active duty.

- a. AFP Conduct Medal
- b. Long Service Medal**
- c. Kagitingan Badge
- d. Military Civic Action Medal

22. Five (5) letters of commendation of different accomplishments but within the same command line are convertible to one (1) -

- a. Military Campaign Medal
- b. Military Commendation Medal**
- c. Military Civic Action Medal
- d. Military Merit Medal

23. The minimum time requirement for a military personnel to be awarded any of the campaign medals.

- a. One year
- b. Ten months
- c. Six months**
- d. Two years

24. It is part of the Adjutant General Service Badge identifies that the AGS is a competent Authenticating Authority of the AFP.

- a. **Plume**
- b. Shield
- c. Stars
- d. Laurel wreath

25. It is part of the Adjutant General Service Badge that symbolizes the AGS which is the accepted insignia of Authentication.

- a. Plume
- b. Laurel Wreath
- c. Stars
- d. Shield**

26. Type of Correspondence used in communicating with units where the matter requires immediate action or dissemination.

- a. Disposition Forms

- b. Memorandum
- c. Radio Message**
- d. Summary Disposition Form

27. Used to speed up transmittal of correspondence direct to action section without using the Disposition Forms or formal endorsement.

- a. Disposition Forms
- b. Memorandum
- c. Routing slip**
- d. Subject to letter

28. It is a reply or forwarding statement added to a military letter that furnishes information, comment or recommendation on the matter.

- a. Indorsement**
- b. Personnel action form
- c. Routing slip
- d. Subject to letter

29. It is otherwise known as AGO Form 110 that is used throughout the AFP.

- a. Basic letter
- b. Indorsement
- c. Routing slip
- d. Personnel Action Form**

30. The date of Effectivity of regular promotion for EP.

- a. 1 January to 1 June of each year
- b. 1 January each year
- c. 1 July to 1 December of each year
- d. 1 December of each year**

31. It is the (AW) Article of War for AWOL.

- a. AW 62**
- b. AW 69
- c. AW 54
- d. AW 86

32. It is the (AW) Article of War for fraudulent Enlistment.

- a. AW 62
- b. AW 69
- c. AW 86
- d. AW 54**

33. It is where all punishments imposed against military personnel by the commanding officer under his disciplinary powers are recorded.

- a. Blotter
- b. Morning Report
- c. Punishment Form
- d. Punishment Book**

34. It is part of the Morning Report that reflects the identification of armed service and location of the reporting organization.

- a. **Heading**
- b. Body
- c. Records of events
- d. Strength section

35. The authorized signatory of the Morning Report.

- a. Adjutant
- b. Battalion Ex-O
- c. **Commanding Officer**
- d. Operations officer

36. Type of retirement when military personnel has accumulated at least twenty (20) years of honorable service.

- a. Attrition
- b. Compulsory
- c. Mandatory
- d. **Optional**

37. Are orders issued to cover the tactical operations.

- a. Letter Orders
- b. General Orders
- c. **Combat Orders**
- d. Routing Orders

38. Are published directives concerning the normal administrative operations in garrison or field service units.

- a. Combat Orders
- b. General Orders
- c. Letter Orders
- d. **Routine Orders**

39. The only routine order that may be published that is originally in an Extract Form.

- a. Combat Orders
- b. General Orders
- c. Letter Orders
- d. **Special Orders**

40. Type of Order used for publication in the activation of a certain unit.

- a. Combat Orders
- b. **General Orders**
- c. Letter Orders
- d. Special Orders

41. It is the highest military award/decoration in the Armed Forces of the Philippines.

- a. Distinguished Conduct Star
- b. Distinguished Service Star
- c. Gold Cross
- d. **Medal for Valor**

42. It is the unit historical records and its custody rest with the Adjutant General.

- a. **Morning report**
- c. Blotter

b. Punishment Book

d. Investigation Report

43. It is the status of an individual performing duty for another unit and reporting daily to the unit to which assigned, attached unassigned or attached from another organization.

a. Detached Service

c. Special Duty

b. Temporary Duty

d. Attached unassigned

44. It is the status of an individual when absent from the unit or station of assignment performing duty incident to regular duties and being administered by the organization to which assigned or attached unassigned.

a. Detached Service

c. Attached Unassigned

b. Special Duty

d. Temporary Duty

45. The sole promotion authority for all Philippine Army enlisted personnel regardless of his assignment whether assigned in PA units or at GHQ and HSC, Unified Command and AFP Wide Service Support Units (GUAs).

a. Brigade Commander

b. Chief of Staff, AFP

c. Major Service Commander

d. Commanding General, Philippine Army

46. A body created to screen and select from among qualified EP candidates and further recommend them for promotion.

a. Promotion Board

c. Promotion Charter

b. Promotion Quota

d. Promotion System

47. It is the Type of Promotion with a life span of one (1) year.

a. Outstanding Promotion

c. Special Promotion

b. Regular Promotion

d. Temporary Promotion

48. An additional pay given to military personnel for every five (5) years of continuous active service.

a. Longevity Pay

c. Performance Based Bonus

b. Incentive Pay

d. Specialist Pay

49. An allowance paid at a stated time for honorable service rendered to the government.

a. Commutation

c. Pension

b. Gratuity

d. Bonus

50. A type of retirement when a military personnel has attained 56 years of age or upon accumulation of 30 years of satisfactory active military service whichever comes later.

- a. Attrition
- b. Complete Disability Discharge (CDD)
- c. Compulsory**
- d. Optional

51. Type of leave granted to a military personnel to promote convalescence from disease or injury by affording him rest, better climate or change of environment.

- a. Academic Leave
- b. Compassionate Leave
- c. Sick Leave**
- d. Terminal Leave

52. It is the Article of War for Drunk on Duty.

- a. AW 68
- b. AW 79
- c. AW 86**
- d. AW 97

53. The office of the Armed Forces of the Philippines that investigates offenses classified as grave acts violative of rules and regulations under RA 6713 (Code of conduct and ethical standards for public accountability) and RA 3019 (Graft and Corrupt Practices Act).

- a. Judge Advocate General Office (JAGO)
- b. Office of Ethical Standards and Public Accountability (OESPA)**
- c. Office of The Inspector General (OTIG)
- d. Office of The Provost Marshal General (OTPMG)

54. The Office of the Armed Forces of the Philippines that instills military discipline among all personnel of the AFP in order to attain a lawful environment through enforcement of laws, rules and regulations.

- a. Judge Advocate General Office (JAGO)
- b. Office of Ethical Standards and Public Accountability (OESPA)
- c. Office of The Inspector General (OTIG)
- d. Office of The Provost Marshal General (OTPMG)**

55. The number of years wherein a special promotion can be availed reckoned from the date when the deed was achieved.

- a. 2 years
- b. 4 years**
- c. 3 years
- d. 5 years

56. Type of retirement when military personnel has accumulated at least twenty (20) years of honorable service.

- a. Attrition
- b. Compulsory
- c. Optional**
- d. Mandatory

57. Any Military personnel with less than twenty (20) years of active service who died in line of duty or on account any wound, injury or illness contracted at the time of death.

- a. Killed in action
- b. Posthumous retirement
- c. Posthumous separation**
- d. Wounded in action

58. Military personnel eligible for retirement who died in line of duty shall be considered retire following day of his death.

- a. Compulsory
- b. Optional
- c. Posthumous retirement**
- d. Posthumous separation

59. It is the authorized rate of pay prescribed by law for certain military rank, grade or civilian position of personnel in the AFP for a definite pay period and other collateral entitlements.

- a. Combat pay only
- b. Hazardous pay only
- c. Pay and allowances**
- d. Specialist pay only

60. The status of death, illness or injury incurred was not due to misconduct, willful failure, intemperate use of drugs or alcoholic liquor, or vicious or immoral conduct.

- a. Battle casualty
- b. Line of duty**
- c. Non-battle casualty
- d. Not in line of duty

ANSWER

1. A
2. D
3. A
4. A
5. B
6. A
7. A
8. D
9. A
10. A
11. B
12. B
13. C
14. A
15. B
16. c
17. a
18. d
19. c
20. d
21. b
22. b
23. c
24. a
25. d
26. c
27. c
28. a
29. d
30. d
31. a
32. d
33. d
34. a
35. c
36. d
37. c
38. d

- 39. d
- 40. b
- 41. d
- 42. a
- 43. c
- 44. d
- 45. d
- 46. a
- 47. d
- 48. a
- 49. c
- 50. c
- 51. c
- 52. c
- 53. b
- 54. d
- 55. b
- 56. c
- 57. c
- 58. c
- 59. c
- 60. b