



Philippine Normal University
The National Center for Teacher Education
COLLEGE OF TEACHER DEVELOPMENT
FACULTY OF EDUCATION AND INFORMATION SCIENCES
Taft Avenue, Manila

PERFORMANCE EVALUATION SHEET FOR LIBRARY PRACTICE

Directions: Please identify the appropriate grade according to the student's performance.

Legend:

Excellent (95-100%) Very Good (88-94%) Good (83-87%) Fair (82-76%) Poor (75%-Below)

Indicators		E 95-100%	VG 88-94%	G 83-87%	F 82-76%	P 75%- Below
General Discipline:						
1	Reports to work regularly	99				
2	Arrives at the designated area on time	98				
3	Observes good grooming at all times	98				
4	Follows library rules and policies	98				
Average		98.25				
Personal Performance:						
1	Knowledge (clear understanding of the requirements of the job, methods, standards, and equipment)	98				
2	Judgment (common sense, intelligence, and wise decision-making)	98				
3	Initiative (resourcefulness in carrying out work without being urged or told)	98				
4	Reliability (performs responsibly, able, and well)	98				
5	Cooperation (works well with others and deals with people good-naturedly)	98				
6	Industry (works hard all times)	98				
7	Punctuality (submits reports on time)	98				
8	Quality of work (neat, accurate, prompt, and efficient)	98				
9	Quantity (required volume of work produced in a specific time)	98				
Average		98				
Professional Knowledge and Technical Skills:						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification	99				
2	Indexing and Abstracting	98				
3	Others: (selection and acquisition, preservation)					
<i>Information Services</i>						
1	Reader's Advisory	99				



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2	Reference and User Information	98				
3	Information Literacy	98				
4	Others: (access services, patron training, public services, children's services)	98				
Information Tools and Technologies						
1	Technology Competencies (hardware, software, Internet, web applications, computer ethics)	98				
2	Applications of information tools & technologies	98				
		Average	98.25			
Communication:						
1	Written (able to write accurately and clearly with purpose)	98				
2	Oral (able to talk with others using appropriate and acceptable language and tone)	98				
		Average	98			
Interpersonal Skills:						
1	Relationships with supervisors	98				
2	Relationships with colleagues	98				
3	Reception to criticism	98				
4	Willingness to accept responsibilities	98				
		Average	98			
		Overall Performance:	98.1			

Your impression of the student's strengths:

Initiates and expresses his ideas for new projects. Has good knowledge of librarians' technical skills.

Your impression of the student's demonstrated limitations/weaknesses:



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Final comments:

Student's Name: Bongalbal, Christian Noe D. Library Section/Area: Ortigas Foundation Library
(Surname, First Name, Middle Initial)

Cooperating Library: Ortigas Foundation Library Covered Date: April 22, 2025 – May 15, 2025

The signatures below verify that the practicum student and the cooperating library supervisor have discussed this evaluation form as completed by the cooperating librarian.

Signature of Practicum Student

May 15, 2025
Date

Signature of Supervising Librarian

June 5 2025
Date