



Philippine Normal University
The National Center for Teacher Education
COLLEGE OF TEACHER DEVELOPMENT

FACULTY OF EDUCATION AND INFORMATION SCIENCES

Taft Avenue, Manila

2PRLIB 02
A.Y. 2024-2025
TERM 3

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Library: National Library of the Philippines

PRACTICUM ACCOMPLISHMENT REPORT
(Daily)

WEEK 1 (MAY 19-23, 2025)			
Date	Library/Section	Activity	Accomplishment
May 19, 2025	Reference Division (Circulation Area)	<ul style="list-style-type: none">Reference Service and Book RetrievalBook Circulation	<ul style="list-style-type: none">8 hours (8:00-5:00)168 borrowed and returned items
May 20, 2025	Reference Division (Circulation Area)	<ul style="list-style-type: none">Reference Service and Book RetrievalBook Circulation	<ul style="list-style-type: none">8 hours (8:00-5:00)121 borrowed and returned items
May 21, 2025	Filipiniana Division (Archives Unit)	<ul style="list-style-type: none">Book BindingBook EnclosureMending, Encapsulation, and Dry Cleaning Seminar	<ul style="list-style-type: none">2 books1 Book Enclosure3 hours (1:00 pm to 4:00 pm)
May 22, 2025	Filipiniana Division (Theses and Dissertation Stockroom)	<ul style="list-style-type: none">Book RetrievalReshelving of Theses	<ul style="list-style-type: none">1 hour (2:00 pm to 3:00 pm)7 hours (8:00 am to 4:00 pm)
May 23, 2025	Research and Publications Division	<ul style="list-style-type: none">Researching for Father's Day and Pride MonthPre-Editing of Pubmat	<ul style="list-style-type: none">5 hours (8:00 am to 1:00 pm)3 hours (2:00 to 5:00 pm)
Week 2 (April 28-May 03, 2025)			
Date	Library/Section	Activity	Accomplishment
May 26, 2025	Research and Publications Division	<ul style="list-style-type: none">Continuation of Researching and Video Shooting for Video PublicationEditing	<ul style="list-style-type: none">4 hours (8:00 am to 12:00 am)3 hours (1:00 pm to 4:00 pm)



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		<ul style="list-style-type: none"> Finalization 	<ul style="list-style-type: none"> 1 hours (4:00pm to 5:00 pm) <p>Posted Pubmats by NLP: https://www.facebook.com/share/v/171rqgfAdW/ https://www.facebook.com/share/p/19Di9juiqF/</p>
May 27, 2025	Public Libraries Division	<ul style="list-style-type: none"> Encoding of Property Transfer Report Printing and management of Library Affiliation Documents 	<ul style="list-style-type: none"> 20 bundles (540 titles) 3 hours (1:00 pm to 4:00 pm)
May 28, 2025	Public Libraries Division	<ul style="list-style-type: none"> Encoding of Property Transfer Report Planting and Bundle Sorting 	<ul style="list-style-type: none"> 14 bundles (378 volumes) 11 book bundles (297 volumes)
May 29, 2025	Reference Division (Circulation Area)	<ul style="list-style-type: none"> Reference Service and Book Retrieval Book Circulation 	<ul style="list-style-type: none"> 8 hours (8:00-5:00) 77 borrowed and returned items
May 30, 2025	Reference Division (Circulation Area)	<ul style="list-style-type: none"> Reference Service and Book Retrieval Book Circulation 	<ul style="list-style-type: none"> 8 hours (8:00-5:00) 96 borrowed and returned items
Week 3 (June 02-05, 2025)			
Date	Library/Section	Activity	Accomplishment
June 02, 2025	Bibliographic Services Division	<ul style="list-style-type: none"> Manual Indexing (Uncontrolled Vocabulary) Manual Indexing of Newspaper and Official Gazette (Controlled Vocabulary) 	<ul style="list-style-type: none"> 2 worksheets (Historical Documents: Bilogbilog, Tanauan, Batangas) 2 news articles 1 proclamation
June 03, 2025	Bibliographic Services Division	<ul style="list-style-type: none"> Continuation of Manual Indexing and Official Gazette (Controlled Vocabulary) Online Indexing in KOHA 	<ul style="list-style-type: none"> 2 news articles 1 proclamation 40 index entries from the Historical



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			Data of Sabang, Baliuag, Bulacan, and Sta. Barbara, Bulacan
June 04, 2025	Catalog Division	<ul style="list-style-type: none"> Call Number Reassigning and Reclassification from Presidential Library Collections 	<ul style="list-style-type: none"> 4 sets (25 each set, total of 100 volumes)
June 05, 2025	Catalog Division	<ul style="list-style-type: none"> Call Number Reassigning and Reclassification from Presidential Library Collections Descriptive Cataloging of Dissertation 	<ul style="list-style-type: none"> 3 sets (25 each set, total of 75 volumes) 7 dissertation titles
Week 4 (June 09-16, 2025)			
Date	Library/Section	Activity	Accomplishment
June 09, 2025	Catalog Division	<ul style="list-style-type: none"> Assistance for the Staff Development Program of the Cataloging Division Subject Cataloging and Classification of Dissertations 	<ul style="list-style-type: none"> 4 hours (8:00 am to 12:00 pm) 7 dissertation titles
July 13, 2025	Collection Development Division	<ul style="list-style-type: none"> Theses Accessioning (including stamping) Encoding of the acquisition framework in KOHA 	<ul style="list-style-type: none"> 1 set of theses (25 titles) 1 set of theses (25 titles)
July 16, 2025	Collection Development Division	<ul style="list-style-type: none"> Encoding of Property Transfer Report for Donated Books 	<ul style="list-style-type: none"> 7 sets (25 each, total of 175 titles)