



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

FACULTY OF EDUCATION AND INFORMATION SCIENCES

Taft Avenue, Manila

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A.Y. 2023 – 2024
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Name: Christian Noe D. Bongalbal
 Library: Ortigas Foundation, Inc. - Library

PRACTICUM ACCOMPLISHMENT REPORT
(Daily)

| WEEK 1 (APRIL 22-25, 2025) | | | |
|---|--|---|--|
| Date | Library/Section | Activity | Accomplishment |
| April 22, 2025 <i>(Tuesday)</i> | Ortigas Foundation, Inc. – Library (Work from Home) | <ul style="list-style-type: none"> Encoded duplicate titles from the Ortigas Foundation Library's Holdings and Catalog | <ul style="list-style-type: none"> 908 book titles from collections 1-7000 |
| April 23, 2025 <i>(Wednesday)</i> | Ortigas Foundation, Inc. – Library (Work from Home) | <ul style="list-style-type: none"> Encoding of Index Articles <ul style="list-style-type: none"> Philippine Magazine | <ul style="list-style-type: none"> 111 titles/indexes |
| April 24, 2025 <i>(Thursday)</i> | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> Cataloging (Descriptive – AACR2R) | <ul style="list-style-type: none"> 28 titles (p-slip entries) |
| April 25, 2025 <i>(Friday)</i> | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> Cataloging <ul style="list-style-type: none"> (Subject Cataloging – Library of Congress Subject Headings) Shelf Reading Book Donation Drive Book Sorting | <ul style="list-style-type: none"> 28 titles (p-slip entries) 2 hours (2 shelves, 6 rows) <ul style="list-style-type: none"> 1:00 – 3:00 p.m. 1 hour |



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| | | | <ul style="list-style-type: none"> ○ 3:00 – 4:00 p.m. |
| Week 2 (April 28-May 03, 2025) | | | |
| Date | Library/Section | Activity | Accomplishment |
| April 28, 2025 <i>(Monday)</i> | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Cataloging <ul style="list-style-type: none"> ○ Classification – Assigning of Class Number (Library of Congress) ● Mechanical Tasks <ul style="list-style-type: none"> ○ Covering of Books ● Reshelfing and Shelf reading | <ul style="list-style-type: none"> ● 28 titles (p-slip entries) ● 4 books covered ● 4 hours (10 shelves, 60 rows) <ul style="list-style-type: none"> ○ 12:00 pm to 4:00 pm) |
| April 29, 2025 <i>(Tuesday)</i> | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Shelf reading ● Mechanical tasks | <ul style="list-style-type: none"> ● 4 hours (3 shelves, 18 rows) <ul style="list-style-type: none"> ○ (10:00 am to 3:00 pm) ● 6 books covered |
| May 2, 2025 <i>(Friday)</i> | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Mechanical tasks <ul style="list-style-type: none"> ○ Covering of Books ● Shelf reading | <ul style="list-style-type: none"> ● 3 books covered ● 1 shelf |
| May 3, 2025 <i>(Saturday)</i> | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Film viewing | <ul style="list-style-type: none"> ● 1 film |
| Week 3 (May 05 – May 10, 2025) | | | |
| Date | Library/Section | Activity | Accomplishment |
| May 5, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Mechanical tasks <ul style="list-style-type: none"> ○ Covering of Books ● Data entry | <ul style="list-style-type: none"> ● 12 books covered ● 10 call numbers encoded |



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| | | | <ul style="list-style-type: none"> ● 8 call number labels pasted on books |
| May 6, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Mechanical tasks <ul style="list-style-type: none"> ○ Covering of Books ● Indexing ● Reshelving | <ul style="list-style-type: none"> ● 3 books covered ● 23 index entries ● 2 hours (2 shelves, 12 rows) <ul style="list-style-type: none"> ○ (1:00 pm to 3:00 pm) |
| May 7, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Reshelving ● Mechanical tasks <ul style="list-style-type: none"> ○ Covering of Books ○ Labeling of Call Numbers ● Indexing | <ul style="list-style-type: none"> ● 1 hour <ul style="list-style-type: none"> ○ (8:00 am to 9:00 am) ● 7 books covered ● 7 call number labels pasted on books ● 48 index entries |
| May 8, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Mechanical tasks <ul style="list-style-type: none"> ○ Covering of Books ○ Labeling of Call Numbers ● Reshelving ● Reference service | <ul style="list-style-type: none"> ● 7 books covered ● 12 call number labels pasted on books ● 2 hours <ul style="list-style-type: none"> ○ (1:00 pm to 3:00 pm) ● 1 hour <ul style="list-style-type: none"> ○ (3:00 pm to 4:00 pm) |
| May 9, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> ● Indexing ● Data entry ● Reference service ● Shelf reading | <ul style="list-style-type: none"> ● 39 index entries ● 14 recipient entries encoded on Google Sheets ● 1 hour (2:00 pm to 3:00 pm) ● 1 hour (3:00 pm to 4:00 pm) |



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| May 10, 2025 (Half Day) | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> Shelving and Shelf Reading Digitizing of Book Assigning Call Numbers and Book Labels | <ul style="list-style-type: none"> 2 hours <ul style="list-style-type: none"> (8:00 am to 10 am) 1 book 36 books |
| Week 4 (May 13-15, 2025) | | | |
| Date | Library/Section | Activity | Accomplishment |
| May 13, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> Mechanical tasks <ul style="list-style-type: none"> Covering of Books Labeling of Call Numbers Reference Service | <ul style="list-style-type: none"> 4 books covered 36 Call Numbers Encoded and labeled 1 hours <ul style="list-style-type: none"> (3:00 pm to 4:00 pm) |
| May 14, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> Mechanical tasks <ul style="list-style-type: none"> Covering of Books Labeling of Call Numbers Reshelving | <ul style="list-style-type: none"> 6 books covered 54 call numbers encoded and labeled 2 (1:00 pm to 3:00 pm) |
| May 15, 2025 | Ortigas Foundation, Inc. - Library | <ul style="list-style-type: none"> Mechanical tasks <ul style="list-style-type: none"> Covering of Books Labeling of Call Numbers Encoding and Printing of Shelf Locators | <ul style="list-style-type: none"> 8 books covered 36 call numbers labeled and encoded 1 hour (4:00 pm to 5:00 pm) |