



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. 2024 – 2025
TERM 2

Name: CHRISTIAN NOE D. BONGALBAL
Library: DE LA SALLE UNIVERSITY LIBRARIES

PRACTICUM ACCOMPLISHMENT REPORT (Daily)			
WEEK 1 (FEBRUARY 17 TO FEBRUARY 21)			
Date	Library/Section	Activity	Accomplishment
FEBRUARY 17	ACCESS AND RESOURCE MANAGEMENT (Collection Development 5F)	1. Collection Development Orientation and Discussion	1 hour (9:00 am to 10:00 am)
		2. Introduction to the Suggest a Purchase Form, Collection Development Policies, Rules, etc.	1 hour (10:00 am to 11:00 am)
		3. Encoding and Description of Donated Materials	Encoded a total number of 93 titles
FEBRUARY 18	ACCESS AND RESOURCE MANAGEMENT (Acquisitions 5F)	1. Encoding and Description of Donated Materials	Encoded a total number of 185 titles
FEBRUARY 19 TO FEBRUARY 20	ACCESS AND RESOURCE MANAGEMENT (Cataloging and Classification 5F)	1. Cataloging and Classification <ul style="list-style-type: none">- Traditional Cataloging- Encoded in ALMA Ex Libris	A total of 20 titles <ul style="list-style-type: none">- 14 titles- 6 titles encoded
	ACCESS AND RESOURCE MANAGEMENT (Cataloging and Classification 5F)	1. Cataloging and Classification <ul style="list-style-type: none">- Traditional Cataloging- Encoded in ALMA Ex Libris	A total of 28 titles <ul style="list-style-type: none">- 10 titles- 18 titles encoded
FEBRUARY 21	LEARNING AND RESEARCH ENGAGEMENT (Filipiniana Section 10F)	1. Assisted students in discussion rooms and assisted students with inquiries	5 hours (From 10:00 am to 12:00 pm; 1:00 pm to 4 pm)
		2. Reshelving	1 hour (8:00 am to 9:00 am) 327 titles cited



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		3. Encoding of Reference Citations 4. Barcode Scanning of Books	206 books scanned
WEEK 2 (FEBRUARY 24-28)			
Date	Library/Section	Activity	Accomplishment
FEBRUARY 24	LEARNING AND RESEARCH ENGAGEMENT <i>(Periodicals Section 9F)</i>	1. Assisted students in discussion rooms and assisted students with inquiries 2. Encoding of vertical files	4 hours (9:00 am to 11:00 am; 1:00 pm to 3:00 pm) 31 vertical files with 818 periodical titles
FEBRUARY 26 TO FEBRUARY 27	LEARNING AND RESEARCH ENGAGEMENT <i>(Reference Section 7F)</i>	1. Assisted students in discussion rooms and assisted students with inquiries 2. Bookshoot 3. Encoding of vertical files	4 hours (10 am to 12:00 pm; 1:00 pm to 3:00 pm) 1 hour (9:00 am to 10:00 am) Encoded 148 vertical files
	LEARNING AND RESEARCH ENGAGEMENT <i>(Reference Section 7F)</i>	1. Assisted students in discussion rooms and assisted students with inquiries 2. Bookshoot 3. Encoding of vertical files 4. Reshelving	4 hours (10 am to 12:00 pm; 1:00 pm to 3:00 pm) 1 hour (9:00 am to 10:00 am) Encoded 63 vertical files 1 hour (3:00 pm to 4:00 pm)
FEBRUARY 28	LEARNING AND RESEARCH ENGAGEMENT <i>(Circulation Section 8F)</i>	1. Reshelving 2. Assisted students in discussion rooms and assisted students with inquiries 3. Lindex Encoding	1 hour (8:00 am to 9:00 am) 4 hours (9:00 am to 11:00 am; 1:00 pm to 3:00 pm) Encoded 283 Filipinana Titles under Literature Index (Lindex)



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WEEK 3 (MARCH 03 TO MARCH 07)			
Date	Library/Section	Activity	Accomplishment
MARCH 03 (Half Day) TO MARCH 04	DIGITAL SCHOLARSHIP INITIATIVES (Multimedia Section 6F)	1. Reshelved the CD Collection 2. Created the new range number for the collection	3 hours with the total number of 39 reshelved range of collections (8:00 am to 11:00 am) 1 hour (11:00 am to 12:00 am)
	DIGITAL SCHOLARSHIP INITIATIVES (Multimedia Section 6F)	1. Reshelved the CD Collection 2. Checking of thesis and dissertation in CD format	4 hours with the total of 16 reshelved range of collection (8:00 am to 12:00 pm) 2 hours with 64 CD theses and dissertations checked (3:00 pm to 5:00 pm)
MARCH 05 TO MARCH 06	ARCHIVES (11F)	1. Cutting of Mylar Sheets 2. Encapsulation 2. Correspondence	4 hours (9:00 am to 12:00 pm; 1:00 pm to 2:00 pm) Encapsulated 4 pictures 3 hours with a total of 43 correspondences (2:00 pm to 5:00 pm)
	ARCHIVES (11F)	1. Cutting of Mylar Sheets 2. Encapsulation 3. Encoding of Alumni Records	7 hours (7:00 am to 4:00 pm) 5 encapsulated pictures 1 hour with 68 encoded records (4:00 pm to 5:00 pm)
MARCH 07	AMERICAN CORNER - MANILA (14F)	1. Reshelving 2. Orientation about American Spaces Manila 3. Online Course Completion	5 hours (9:00 am to 10:00 am; 11:00 am to 12:00 pm; 2:00 pm to 4:00 pm) 1 hour (10:00 am to 11:00 am) 1 hour (1:00 pm to 2:00 pm)
WEEK 4 (MARCH 10 TO MARCH 11)			
MARCH 10 TO MARCH 11	SPECIAL COLLECTIONS (14F)	1. Orientation and Tour of Special Collections 2. Encoding and Description of Special Collections- Memorabilia and Artifacts of Bro. Raymundo B. Suplido	2 hours (9:00 am to 11:00 am) 41 Encoded and described artifacts, memorabilia of Bro. Raymundo B. Suplido 1 hour (1:00 pm to 2:00 pm)



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		3. Assisting students in their inquiries (reference counter)	
	SPECIAL COLLECTIONS (14F)	1. Encoding of European Documentation Center Special publications	217 publications encoded
		2. Continuation of encoding and Description of Special Collections-Memorabilia and Artifacts of Bro. Raymundo B. Suplido	4 Encoded and described artifacts, memorabilia of Bro. Raymundo B. Suplido
		3. Covering Books	10 books covered