



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

**2PRLIB 01**  
**A.Y. 2024 – 2025**  
**TERM 2**

Name: CHRISTIAN NOE D. BONGALBAL

Library: PACO CATHOLIC SCHOOL-INSTRUCTIONAL MEDIA CENTER

PRACTICUM ACCOMPLISHMENT REPORT (Daily)			
WEEK 1 (JANUARY 21 TO JANUARY 23)			
Date	Library/Section	Activity	Accomplishment
JANUARY 21, 2025	<b>Technical Section</b> (First Floor/Grade School Library)	1. Mechanical Activities <ul style="list-style-type: none"><li>- Book Covering</li><li>- Adding Due Date Slips</li><li>- Adding color-coded book labels</li></ul>	<b>A total of 35 titles</b> <ul style="list-style-type: none"><li>• 7 titles</li><li>• 20 titles</li><li>• 8 titles</li></ul>
	<b>Reference Section, Fiction Section, Filipiniana Section, and Non-Fiction Section</b> (Grade School Library)	2. Reshelving of books	<b>4:00 hours</b> (7:00 am-11:00 am)
JANUARY 22, 2025	<b>Filipiniana and Fiction Section</b> (1st Floor/Grade School Library)	1. Reshelving of Books	<b>4:00 hours</b> (7:00 am-11:00 am)
	<b>Technical Section</b> (3rd Floor/SHS/College Library)	2. Accessioning of Books <ul style="list-style-type: none"><li>- Manual</li><li>- Online Accessioning</li></ul>	<b>A total of 17 titles</b> <ul style="list-style-type: none"><li>• 8 titles</li><li>• 9 titles</li></ul>
	<b>Reference and Filipiniana Section</b> (3rd Floor/SHS/College Library)	3. Reshelving of Books	<b>1 hour</b> (3:00 pm-4:00 pm)
JANUARY 23, 2025	<b>Fiction Collection</b> (Grade School Library/1st Floor Library)	1. Reshelving of books	<b>4 hours</b> (7:00 am-11:00 am)
	<b>Technical Section</b> (Grade School Library/1st Floor)	2. Assigning Call Number 3. Online Cataloging (MySofia)	<b>A total of 8 titles</b> <b>A total of 6 titles</b>



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WEEK 2 (JANUARY 27 TO JANUARY 31)			
Date	Library/Section	Activity	Accomplishment
JANUARY 27, 2025	Reference Section (Grade School Library/1st Floor Library)	1. Library Instruction Program Preparation (Editing of PowerPoint presentation, Lesson Plan, etc.)	<b>3 hours</b> (7:00 am to 8:00 am; 12:00 noon to 2:00 pm)
		2. Room-to-Room awarding of Top Library Users (Grade School Level)	<b>1 hour</b> (8:00 am-9:00 am)
		3. Reading Books with Learners with Disabilities (LWDs)	<b>1 hour</b> (9:00 am to 10:00 am)
		4. Assisting librarians in the Book Donation	<b>1 hour</b> (10:00 am to 11:00 am)
		4. Helping the librarian with reference inquiries of grade school students	<b>2 hours</b> (2:00 pm to 4:00 pm)
	Circulation Area (Grade School Library/1st Floor Library)	5. Circulation of Books - Borrowed Books - Returned Books	<b>A total of 6 titles</b> • 2 borrowed titles • 4 returned titles
JANUARY 28, 2025	Reference Section (Grade School Library/1st Floor Library)	1. Continuation of Library Instruction Preparation	<b>1 hour</b> (7:00 am to 8:00 am)
		2. Announcement of Top Library Users for Senior High School Students	<b>30 minutes</b> (8:00 am to 8:30 am)
	Reference Section (Junior High School Library/2nd Floor Library)	3. Assisting co-interns (Jose and Jenny) with their actual instruction and implementation	<b>2 hours</b> (8:30 to 10:30) - Jenny (8:30 am-9:30 am) - Iñigo (9:30-10:30 am)
		4. Teaching my Library Instruction Program with Grade 11 STEM-2	<b>1 hour</b> (10:30 to 11:30)
	Technical Section Area ((Grade School	5. Online Cataloging (MySofia)	<b>A total of 4 titles</b>



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	<i>Library/1st Floor Library)</i>		
	<b>Circulation Section</b> ( <i>Grade School Library/1st Floor)</i>	6. Returning of Books	<b>A total of 2 returned books</b>
<b>January 30, 2025</b>	<b>Reference Section</b> ( <i>Grade School Library 1st Floor)</i>	1. Meeting for Valentine's Day Program titled "Bookmarks and Heartstrings Year 2"  2. Helping the students in their reference inquiry	<b>2 hours</b> (7:00 am-9:00 am)  <b>4 hours</b> (12:00 pm to 4:00 pm)
	<b>Technical Section</b> ( <i>Grade School Library 1st Floor)</i>	3. Catalog books	<b>A total of 17 titles</b>
	<b>Circulation Area</b> ( <i>Grade School Library 1st Floor)</i>	4. . Circulation of Books - Borrowed Books - Returned Books	<b>A total of 20 books</b> • 9 borrowed books • 11 returned books
<b>January 31, 2025 (HALF DAY UNTIL 11:30 AM)</b>	<b>Technical Section</b> ( <i>Grade School Library 1st Floor)</i>	1. Cataloging Books	<b>A total of 4 titles</b>
	<b>Reference Section</b> ( <i>Grade School Library 1st Floor)</i>	2. Assisting students in their reference inquiry	<b>1 hour</b> (8:00 am-9:00 am)
	<b>STEM 11-4 Classroom</b>	3. Library Instruction Program Assistance to Shaira	<b>1 hour</b> (10:30 am to 11:30 am)
<b>WEEK 3 (February 3 to February 7)</b>			
<b>Date</b>	<b>Library/Section</b>	<b>Activity</b>	<b>Accomplishment</b>
<b>February 03, 2025</b>	<b>Circulation Section</b> ( <i>Grade School Library 1st Floor)</i>	1. Circulation of Books - Returned Books - Borrowed Books	<b>A total of 13 books</b> • 11 returned books • 2 borrowed books
	<b>Reference Section</b> ( <i>Grade School Library 1st Floor)</i>	2. Planning for Valentine's Day Program  3. Helping students in their reference inquiry and book requests	<b>2 hours</b> (7:00 am to 9:00 am)  <b>2 hours</b> (1:00 pm to 3:00 pm)
	<b>Periodicals/Conference Room</b>	4. Arranged periodicals and magazines for the conference room	<b>1 hour</b> (10:00 am to 11:00 am)
	<b>ICT Laboratory</b>	5. Assisting and Documenting Jose Iñigo's MIL Class	<b>15 minutes</b>
<b>February 05, 2025</b>	<b>Reference Service</b> ( <i>Grade School Library 1st Floor)</i>	1. Continuation of Preparation for Valentine's Day Event	<b>3 hours</b> (7:00 am to 10:00 am)
		2. Assisting Junior High School LWDs with their library visits and task	<b>1 hour</b> (10 am to 11:00 am)



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		3. Continuation of Preparation for Valentine's Day Event	<b>3 hours</b> (2 pm to 5:00 pm)
	<b>Circulation Section</b> (Grade School Library 1st Floor)	3. Circulation of Books - Returned Books - Borrowed Books	<b>A total of 9 books</b> • 5 returned books • 4 borrowed books
<b>February 06</b>	<b>Reference Service</b> (Grade School Library 1st Floor)	1. Continuation of Preparation for Valentine's Day Event (includes planning, concept paper, etc.) - Crocheting Bookmarks  2. Assisting students in the library and helping them with library inquiries and tasks	<b>4 hours</b> (7:00 to 11:00 am)  - 20 crocheted bookmarks  <b>3 hours</b> (2:00 pm-5:00 pm)
	<b>Circulation Section</b> (Grade School Library 1st Floor)	3. Circulation of Books - Returning of Books - Borrowing of Books	<b>A total of 11 books</b> • 5 returned books • 6 borrowed books
<b>February 07</b>	<b>Colegio San Agustin Library</b>	1. Benchmarking Activity	<b>8 hours</b> (7:00 am to 2:00 pm)
	<b>Reference Section</b> (Grade School Library 1st Floor)	2. Continuation of Preparation for Benchmarking Activity	<b>2 hours</b> (3:00 pm to 5:00 pm)
<b>WEEK 4 (Feb 10-February 14)</b>			
<b>February 10</b>	<b>Fiction Section</b> (Grade School Library 1st Floor)	1. Story-Telling	<b>3 hours</b> (8:00 am to 11:00 pm) • 4 grades
	<b>Reference Section</b> (Grade School Library 1st Floor)	2. Assisting students in the library and answering reference inquiries  3. Valentine's Day Program Preparation - Ribbon Cutting - Teaser Video Editing	<b>1 hour</b> (12:00 pm to 1:00 pm)  <b>3 hours</b> (2:00 pm to 5:00 pm) - 21 ribbons
	<b>Circulation Section</b> (Grade School Library 1st Floor)	4. Circulation of Books - Returned Books - Borrowed Books	<b>A total of 22 titles</b> • 11 returned books • 11 borrowed books
<b>February 11 (Half Day)</b>	<b>Reference Section</b> (Grade School Library 1st Floor)	1. Valentine's Day Program Preparation - Mini-stickers cut-out - Butterfly cut-out	<b>4 hours</b> (1:00 pm to 5:00 pm) • Ministicker - 59 • Butterfly - 24
<b>February 12</b>	<b>Reference Section</b> (Grade School Library 1st Floor)	1. Valentine's Day Program Preparation	<b>5 hours</b> (7:00 am to 12: 00 pm)
	<b>Registrar's Office</b> (Grade School Library 1st Floor)	2. Student Records Management	<b>361 student records</b>



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<b>February 13</b>	<b>Reference Section</b> (Grade School Library 1st Floor)	1. Assisting students in the library and answering reference inquiries  2. Valentine's Day Program Preparation	<b>5 hours</b> (7:00 am to 11:00 am; 1:00 pm to 2:00 pm)  <b>2 hours</b> (3:00 pm to 5:00 pm)
	<b>Circulation Section</b> (Grade School Library 1st Floor)	3. Circulation of Books - Returned Books - Borrowed Books	<b>A total number of 7 books</b> • 4 returned books • 3 borrowed books
<b>February 14</b>	<b>Reference Section</b> (Grade School Library 1st Floor)	1. Valentine's Day Program Implementation - Freedom Wall - Open Mic Ceremony - Blind Date with a Book - Photo Wall	<b>7 hours</b> (8:00 am to 11:00 am; 12:00 pm to 5:00 pm)
	<b>Circulation Section</b> (Grade School Library 1st Floor)	2. Circulation of Books - Returned Books - Borrowed Books	<b>A total number of 8 books</b> • 3 returned books • 5 borrowed books