



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**

**REFLECTION JOURNAL**  
**WEEK ONE**

Name: CHRISTIAN NOE BONGALBAL

Date Range: May 19-23, 2025

Library: National Library of the Philippines

**A. Meaningful Experiences: (8-10 Sentences)**

Prior to entering NLP, I was conditioning myself to be prepared and to be the best version of myself as I am set to my final internship and journey. I confidently did that and I am sure that it has been evident in my experience this week.

We started the week at the circulation area of the Reading Room. I was able to assist patrons get or borrow books and have conversations with them. I also enjoyed using and ringing the pagers once I am done retrieving the books from and 2nd floor stockroom or the book elevator. Then, I also enjoyed the workshop with Sir Marty, where we underwent basic book-binding and book enclosure. Who would've imagined that I would strike a hammer, stitch papers, and bind them to ensure that they will work as I have intended them to be? Then, Miss April taught us how to perform encapsulation, basic mending, and dry cleaning. I channeled my inner Elphaba with that tiny broom-like brush, and instead of defying gravity, I defied that dust. Kidding aside, I ended the week with Miss Melai at the Research and Publications Division, where she appointed me to be the leader, and I did re-research and edited pubmats for PRIDE Month Celebration, Father's Day Celebration, and "Things in NLP that Make Sense".

**B. Lesson Learned and Challenges Faced: (8-10 Sentences)**

This week, I have understood why librarians are more than just the stereotypical perception of being "bookkeepers" or "book custodians". It reminded me of how multifaceted we can be. With my two days at circulation Desk, I have realized how we can act as teachers/ tour guides/ information officer, as I have dealt and taught them how to use the OPAC, how to borrow books, how to reserve books, or whenever they have questions, I am ready and prepared to cater to them. Also, Ma'am Xenia and Miss Rica told me that being presentable is a factor when you are at the front end, like the reading area, which they told me I have and have helped with patrons not being hesitant with their questions. They said my smiling face and glamorous look made the RD fun and inviting. Also, I realized that NLP offers



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seminars and training about binding and basic mending. Also, it made sense why some libraries do not have the capabilities to have their materials restored or conserved, as the materials are difficult to purchase, and most of the time it is expensive, the mending tape used by Miss April, and the mylar sheets.

Also, I learned how to be more initiative and strengthen my leadership as Miss Melai saw the "leadership in me". It was challenging as well, since she had many things she wanted to happen, but we had limited resources, so I kept in mind what we needed to prioritize.

### **c. Best Practices and Best Features of the Library: (8-10 Sentences)**

What I am really astounded about what I have observed and experienced in NLP is that I continue to discover piquing facilities, practices, and materials that are new and interesting to me. Starting off strong with the Library for the Blind Section, in which free use of computer services and reproduction of alternate formats, which include embossing (braille) and audiobooks, are available. Also, in the Reading Area, I liked their book reservation process since they are in a closed-shelf system, they require the patrons to reserve 3 books at max by placing them on hold on the OPAC with their username and password. Then they will have to wait, and we will give them "**paggers/buzzers**" as if they are in a fast-food restaurant. Then, the book will be retrieved in a book elevator in which Retrievers from different floors of the stockroom place the book once they find it. Also, every floor or division has a water dispenser quenching the thirst of the users and staff, especially in the Reading Area. In addition to that, I appreciate that the Filipiniana collection has a multitude of thesis collections from undergraduate to master's up to doctoral level. They truly live up to their name and policy of housing Filipiniana materials, including theses and dissertations. Also, I was intrigued when Miss April mentioned that in case of "fire", they have something that will immediately extinguish it, and as I wandered in the stockroom, I saw red tanks with a label "Kidde Fire System". Technically, those are just fire extinguishers, but what NLP had was so humongous. Lastly, in RPD, I liked how they ensure that they are keeping up with trends in their publication online.



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**REFLECTION JOURNAL**  
**WEEK TWO**

Name: Christian Noe D. Bongalbal

Date Range: May 26-30, 2025

Library: National Library of the Philippines

**A. Meaningful Experiences: (8-10 Sentences)**

I started this week feeling like I am on pins and needles as we continue our work in the Research and Publications Divisions. I was kind of pressured, but on the good side, we managed to publish and pass our required quota of videos and publication materials. And I am so glad to hear such words from Miss Melai, as she was impressed by how we were able to manage to pull off the things she wanted. After my mission in RPD, we proceeded with the Public Library Division, which is a mistake that we only realized after we were done with the said division. We were two days early since it was scheduled to be on Thursday and Friday (May 29-30), but we rendered our hours there earlier (Tuesday and Wednesday). But on PLD, we were divided into two groups, where Danie and Nica were tasked to create PowerPoint presentations about Training for Public Libraries affiliated with NLP, while I was directed to encode the property transfer report for newly acquired and donated books for the future affiliated public libraries with NLP. Also, since we kind of skipped the Collection Development Division, we were asked by Ma'am Xenia if we wanted to still wanted to experience CDD, and we will extend and we will render our two days as volunteers in RD, or the hours we will spend in RD will be counted. We volunteered, and that was the best decision I made so far in NLP. I get to familiarize the circulation area more, and what I will always remember is when Danie and I conversed with a foreigner about maps and the Philippines, and a returning patron told me that I was "sad and empty inside." Kidding aside, I enjoyed this week.

**B. Lesson Learned: (8-10 Sentences)**

What resonated with me during this week is how challenging leadership is. I was able to pull off and prove to Miss Melai and myself that I am a good leader. I am also grateful for Danie and Nica because we know each other's strengths and weaknesses, making our task



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distribution and performance easier. Along with this realization, I was able to explore more sides of myself and my skills, as I channel my inner “Inka Magnaye” during our recording process. I also remembered that when I was alone in the Public Library Divisions, I enjoyed being exposed to the property transfer report as Sir Miguel narrates to me how public libraries, barangay reading centers, local and municipal libraries, receive perks and donations from NLP. However, I am ambivalent about that matter as no matter how numerous books and donations were being distributed by NLP, municipal and local libraries, even barangay reading centers do not par with what the society needs. Even in our barangay, the local government, and even the SK, do not take this seriously. Nevertheless, I am also hopeful that more public libraries will be established in the future. But the highlight of my realization this week is that: “ **always own up to your mistakes.**” This week, we made the mistake of going to PLD instead of CDD first, causing difficulties with our schedule. I, myself, admitted to Ma’am Xenia that I haven’t checked the schedule, resulting in my co-interns getting involved. Gratefully, Ma’am Xenia allowed us to still experience CDD for the next weeks, and have our supposed schedule on CDD this week as volunteers in the Reading Area.

### **C. Best Practices and Best Features of the Library: (8-10 Sentences)**

As this week passed by, NLP continues to fascinate me with things and practices that I only discovered and greatly appreciated in their library. First, when we are in RPD, the books and materials we showcase and source in our publications are solely from their collections. This is to ensure that NLP and its resources are fully utilized and are marketed well. Also, even though Miss Melai wanted certain things in our output, she let us have creative freedom, which I think is an important and commendable practice in this internship program, as we develop initiative and independence as we accomplish any given task. I also like how they have different subdivisions in the Public Libraries Division, including field libraries, where librarians get to travel in the country, ensuring and persuading municipalities and cities to establish libraries, and the affiliations, monitoring, and evaluation, where affiliation and networking of public libraries to the NLP occur. The transfer of donations and newly acquired books is also under this sub-office. Then they also have a section/subdivision that caters to training for personnel who are affiliated with public libraries. I also commend that these trainings were simplified and sometimes tailored to the level of understanding of the staff on library processes, but also being careful not to undermine what Article IV of RA No. 9246 states. Their practice of securing the donated materials through the property transfer report (PTR) is remarkable as it covers the number of titles, volumes, and responsibilities of the NLP and the affiliated libraries. They also ensure that respective offices have a copy of the PTR to ensure the validity and security of the transfer process. This includes the National Library of the Philippines, the NLP’s Accounting Office, the Public Libraries Division, the Affiliated Library, and the Commission on Audit. I also “planted” books, which I never had the chance to ask why it was called planting, but simply, it’s just sorting and stacking books to ensure they are on the right shelf or collection. Maybe because the way it was done resembles that of planting rice or anything.



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**REFLECTION JOURNAL**  
**WEEK THREE**

Name: Christian Noe D. Bongalbal

Date Range: June 02-05, 2025

Library: National Library of the Philippines

**A. Meaningful Experiences: (8-10 Sentences)**

As honest as the day is long, I am very anxious prior to this week starting, as we are scheduled in the two most challenging divisions in NLP, the Bibliographic Services Division and the Cataloging Division. To keep it real, I am so scared to enter BSD as I know to myself that I do not have the luxury to be exposed to indexing and abstracting during our 2nd year and even in my prior internship institution. But I am so grateful to BSD for debunking and removing all of my anxiety, as they made my indexing experience fun and memorable. There, I was tasked to index historical documents using uncontrolled vocabulary. With Miss Jade's assistance, I learned so much about what to index and what not to index. I also experienced indexing news articles using controlled vocabulary, which in our case, is the Library of Congress Subject Headings. Then on our last day, we encoded indexed historical documents in their Koha, and what was assigned to me was Sabang, Bulacan, and Sta. Barbara, Bulacan. We ended every task with self-feedback and a debriefing with our coordinating librarians. But, above board, my experience with BSD is not as enjoyable as with the Cataloging Division. It's not that I didn't enjoy CD at all, it's just that we could've done more cataloging tasks instead of just labeling call numbers. Luckily, our last two days in CD were dedicated to cataloging, which is challenging as the materials given to us by Miss Marbs are dissertations, and even their practice of following DDC as class number, and LC as subject heading, is confusing. But I, who enjoyed the intensity of challenge, managed to catalog "7" dissertations.

**B. Lesson Learned: (8-10 Sentences)**

I am beyond words as I can't really explain how I survived this week. It has been challenging, but I am sure that I have learned so much. **This week, it reminded me of how fulfilling**



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**learning is if the fear you encountered in the process turned into something valuable, something new. This is possible when the environment you belong to makes learning fun.** Like in BSD and CD. With Miss Jade's guidance, I learned the concept of "**exhaustivity**", which tells how comprehensive the materials are being indexed, as well as "**specificity**" by being context-sensitive, and it always establishes how detailed the meaning of the index is. Through this process, I can conquer my fear when encountering unfamiliar words, especially when using the uncontrolled vocabulary, because there are instances where I indexed "Tao po" as topical even though it is not relevant to the materials' content and context. On a personal level, my time in BSD helped me to reflect as we practiced self-evaluation, which made me identify what to adjust and strengthen more. Also in the Cataloging Division, Miss Marbs made sure that our experiences were challenging, but we gained something. Though I am able to tell myself that I hate labeling of call numbers, it kept me grounded as I know that, soon, I will also encounter it in the future as I deep dive into the profession.

## **c. Best Practices and Best Features of the Library: (8-10 Sentences)**

As exaggerated as it may sound, the Bibliographic Services Division alone is the best practice or feature NLP has so far. Every step of the process in BSD is detailed, well-oriented, and systematic. It started from orientation, then we were handed a trial worksheet, which is great as it establishes grounds and ideas on what the interns would do. Then they allow the interns to be critical in the indexing process, especially since the materials we index are historical data. Then, they introduced us to something new in a manner that neither shocked nor baffled us, including controlled vocabulary, the KWIC method, encoding for KOHA, and many more. In the Cataloging Division, it is fun and interesting, even though we spent most of our time just labeling and printing stickers, we were lucky enough to have started cataloging this week, unlike the previous interns, so that by next Monday, we can participate in their Staff Development. Miss Marbs refreshed us with the basics of number building and free-floating subdivisions in DDC and LCSH, respectively, as NLP uses both. I am now more aware and confident in how to use the tables within Volume 1 as well as to navigate the other volumes of DDC. I also appreciate that they allow the interns to practice cataloging using the physical book for we to be familiar with its instructions instead of just relying on the web.



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**REFLECTION JOURNAL**  
**WEEK FOUR**

Name: Christian Noe D. Bongalbal

Date Range: June 9-16, 2025

Library: National Library of the Philippines

**A. Meaningful Experiences: (8-10 Sentences)**

At last, I can finally say that my whole internship experience with NLP was a blast to the moon. Especially this week, I experienced something different, something new, something that gave us a breath of fresh air. We started the week by being able to participate in the Staff Development Program of the Cataloging Division. So basically, it introduced us to the lighter side of not just the cataloging division, but the library profession as a whole. We did more than just cataloging dissertations, which are so difficult, but we were also exposed to an activity that some may be astounded by, considering how enervating and challenging the activities done in the cataloging division are. I can assist them with their Father's Day Celebration, as well as provide an idea of what prospects, progress, and future programs every division has, as it was thoroughly discussed at the event. Also, we have already rendered hours in the Collection Development Division. I experienced stamping of accession number on theses, and I find it kind of fun yet confusing, as I encountered mistakes along the way where I stamped the name of NLP inverted. Also, I learned how to encode an acquisition framework using the KOHA ILS.

**B. Lesson Learned: (8-10 Sentences)**

As the internship season ended, I am beyond grateful for NLP for imparting knowledge to me, as a professional or librarian in the future. It opened my eyes to the reality of public libraries, and the National Library of the Philippines as well. When we were on the Collection Development Division, it was reiterated how important their division is. It is where all other practices happen. It is where materials are being purchased and received through donations. One of our coordinating librarians mentioned that it is a crucial responsibility for them as they also evaluate certain materials before acquisition and selection. Also, the Cataloging Division made us understand that cataloging may be challenging, but the learning one can acquire through it is fulfilling. I am able to strengthen my core knowledge with number





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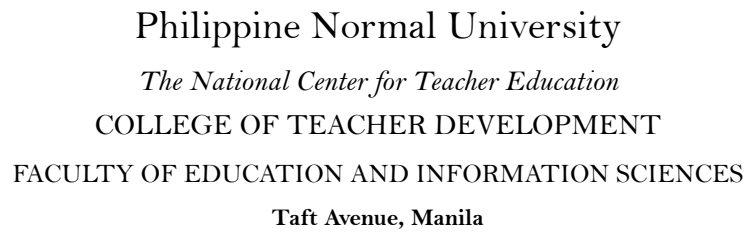
building with DDC in case I encounter the same practice with NLP, where their subjects are from the LCSH. To top it off, the staff development program they made contributed to my understanding of how important regular staff training and consultation can lead to a more strengthened institution.

## **C. Best Practices and Best Features of the Library: (8-10 Sentences)**

Some of the best practices and features NLP I have discovered during our last week are, first, their Staff Development Program. I deemed it as a great practice as all librarians, and the staff as a whole, get to share a moment of fun, of moment where they are able to pause their workloads. I also liked how it was used as an avenue to present the current achievements and plans of the institution as it equips and ready the librarians, and the whole staff of NLP. They even had medical exams, which I appreciated, that clearly showed how NLP values their human assets. In addition to that, this type of program helped showcase the creativity and talents of the librarians and staff, like the Cataloging Division team. They were able to conduct dance performances as well as a spoof of radio broadcasting, as well as a skit of the "Pinoy Big Brother House".

Another practice which I liked is that they allowed us to be exposed to the accession process, ensuring that we learn how it works, as I believe that it will train and equip us once we pursue jobs in these following months. They have the acquisition framework in the KOHA ILS, which is kind of similar to a cataloging framework but has fewer MARC fields and indicators.





## A collage of 15 photographs showing students in various school settings. The photos depict students in a kitchen, a library, a computer lab, and a meeting room. A central piece of torn paper with the text 'NLP' is overlaid on the collage.