



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

**PERFORMANCE EVALUATION SHEET FOR LIBRARY PRACTICE**

*Directions: Please identify the appropriate grade according to the student's performance.*

**Legend:**

Excellent (95-100%)    Very Good (88-94%)    Good (83-87%)    Fair (82-76%)    Poor (75%-Below)

Indicators		E 95- 100%	VG 88-94%	G 83-87%	F 82-76%	P 75%- Below
<b>General Discipline:</b>						
1	Reports to work regularly	97				
2	Arrives to the designated area on time	98				
3	Observes good grooming at all times	98				
4	Follows library rules and policies	98				
Average		97.75				
<b>Personal Performance:</b>						
1	Knowledge (clear understanding of the requirements of the job, methods, standards and equipment)	98				
2	Judgment (common sense, intelligence and wise decision)	98				
3	Initiative (resourcefulness in carrying out work without being urged or told)	98				
4	Reliability (performs responsibility able and well)	98				
5	Cooperation (works well with others and deals with people good naturedly)	98				
6	Industry ( works hard all times)	98				
7	Punctuality (submits reports on time)	98				
8	Quality of work (neat, accurate, prompt and efficient)	98				
9	Quantity (required volume of work produced on specific time)	98				
Average		98				
<b>Professional Knowledge and Technical Skills:</b>						
<b>Information Resources and Organization</b>						
1	Cataloguing and Classification	98				
2	Indexing and abstracting	-				
3	Others: (Selection and acquisition, Preservation)	98				
<b>Information Services</b>						





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1	Readers' advisory	98				
2	Reference and User Information	98				
3	Information Literacy	98				
4	Others: ( Access services, Patron training, Public Services, Children's services)	98				
Information Tools and Technologies						
1	Technology competencies (hardware, software, Internet, web applications, computer ethics)	98				
2	Application of Information tools & technologies	98				
Average		98				
Communication						
1	Written (able to write accurately and clearly with a purpose)	98			-	
2	Oral ( able to talk with others using appropriate and acceptable language and tone)	98				
Interpersonal Skills						
1	Relationships with supervisor	98				
2	Relationships with colleagues	98				
3	Reception to criticism	98				
4	Willingness to accept responsibilities	98				
Average		98				
Overall performance		97.93				

Your impression of the student's strengths:

Mr. Bongalbal is a team player with good communication skills and a strong willingness to learn. He excels in the technical aspects of his work and has demonstrated excellence in the library instructional program.



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Student's demonstrated limitations/weaknesses:

Time management

Final comments:

Thank you for demonstrating excellent performance during your internship. We hope that your time in our institution has helped expand your knowledge and made you more aware of where you'd like to share your expertise in the future.

Student's Name: Bongalbal, Christian Noe D. Library Section/Area: IMC  
(Surname, First Name, Middle Initial)

Cooperating Library: Paco Catholic School Covered Date: January 21 - February 14, 2025

The signatures below verify that the practicum student and the cooperating library supervisor have discussed this evaluation form as completed by the cooperating librarian.

Bongalbal, Christian Noe D. February 13, 2025  
Signature of Practicum Student Date

ARLYN M. RAMON February 17, 2025  
Signature of Supervising Librarian Date