



**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	100				
2	Arrives to the designated area on time	100				
3	Observes good grooming at all times	100				
4	Follows library rules and policies	100				
<b>Average</b>		100				
<b>Personal Performance:</b>						
1	Knowledge (clear understanding of the requirements of the job, methods, standards and equipment)	96				
2	Judgment (common sense, intelligence and wise decision)	98				
3	Initiative (resourcefulness in carrying out work without being urged or told)	100				
4	Reliability (performs responsibility able and well)	98				
5	Cooperation (works well with others and deals with people good naturedly)	96				
6	Industry ( works hard all times)	98				
7	Punctuality (submits reports on time)	100				
8	Quality of work (neat, accurate, prompt and efficient)		94			
9	Quantity (required volume of work produced on specific time)	98				
<b>Average</b>		97.5				
<b>Professional Knowledge and Technical Skills:</b>						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification					
2	Indexing and abstracting					
3	Others: (Selection and acquisition, Preservation)					
<i>Information Services</i>						



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1	Readers' advisory	96			
2	Reference and User Information	96			
3	Information Literacy	96			
4	Others: ( Access services, Patron training, Public Services, Children's services)	—			
<i>Information Tools and Technologies</i>					
1	Technology competencies (hardware, software, internet, web applications, computer ethics)	—			
2	Application of Information tools & technologies	—			
<b>Average</b>		96			
<b>Communication</b>					
1	Written (able to write accurately and clearly with a purpose)		94		
2	Oral ( able to talk with others using appropriate and acceptable language and tone)	96			
		95			
<b>Interpersonal Skills</b>					
1	Relationships with supervisor	100			
2	Relationships with colleagues	100			
3	Reception to criticism	98			
4	Willingness to accept responsibilities	100			
<b>Average</b>		99.5			
<b>Overall performance</b>			97.6		

Your impression of the student's strengths:



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*Student's demonstrated limitations/weaknesses:*

*Final comments:*  
We deeply appreciate the help and assistance that the trained extended to us during their time here.

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

Cooperating Library: NLP - RD Covered Date: May 19-20, 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.

[Signature] May 20, 2025  
Signature of Practicum Student Date

[Signature] \_\_\_\_\_  
Signature of Supervising Librarian Date



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



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1	Readers' advisory				
2	Reference and User Information				
3	Information Literacy	95			
4	Others: ( Access services, Patron training, Public Services, Children's services)	95			
<i>Information Tools and Technologies</i>					
1	Technology competencies (hardware, software, internet, web applications, computer ethics)	95			
2	Application of Information tools & technologies	95			
<i>Average</i>		95			
<b>Communication</b>					
1	Written (able to write accurately and clearly with a purpose)	95			
2	Oral ( able to talk with others using appropriate and acceptable language and tone)				
<b>Interpersonal Skills</b>					
1	Relationships with supervisor	95			
2	Relationships with colleagues				
3	Reception to criticism				
4	Willingness to accept responsibilities				
<i>Average</i>		95			
<b>Overall performance</b>		95			

Your impression of the student's strengths:

- None -



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Student's demonstrated limitations/weaknesses:

- none -

Final comments:

- none -

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

Cooperating Library: NLP Covered Date: May 23, 26, 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.

<u>[Signature]</u>	<u>May 26, 2025</u>
Signature of Practicum Student	Date
<u>Melanie A. Ramirez</u>	<u>5/20/2025</u>
Signature of Supervising Librarian	Date



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*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	96				
2	Arrives to the designated area on time	96				
3	Observes good grooming at all times	97				
4	Follows library rules and policies	98				
<i>Average</i>		96.75				
<b>Personal Performance:</b>						
1	Knowledge (clear understanding of the requirements of the job, methods, standards and equipment)	95				
2	Judgment (common sense, intelligence and wise decision)	95				
3	Initiative (resourcefulness in carrying out work without being urged or told)	96				
4	Reliability (performs responsibility able and well)	96				
5	Cooperation (works well with others and deals with people good naturedly)	96				
6	Industry ( works hard all times)	95				
7	Punctuality (submits reports on time)	96				
8	Quality of work (neat, accurate, prompt and efficient)	96				
9	Quantity (required volume of work produced on specific time)	96				
<i>Average</i>		95.67				
<b>Professional Knowledge and Technical Skills:</b>						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification					
2	Indexing and abstracting					
3	Others: (Selection and acquisition, Preservation)	96				
<i>Information Services</i>						



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1	Readers' advisory				
2	Reference and User Information				
3	Information Literacy				
4	Others: ( Access services, Patron training, Public Services, Children's services)				
<i>Information Tools and Technologies</i>					
1	Technology competencies (hardware, software, internet, web applications, computer ethics)	95 <sup>-</sup>			
2	Application of Information tools & technologies	95 <sup>-</sup>			
<i>Average</i>		95 <sup>-</sup>			
<i>Communication</i>					
1	Written (able to write accurately and clearly with a purpose)				
2	Oral ( able to talk with others using appropriate and acceptable language and tone)	97			
<i>Interpersonal Skills</i>		96			
1	Relationships with supervisor	9			
2	Relationships with colleagues	97			
3	Reception to criticism	95			
4	Willingness to accept responsibilities	96			
<i>Average</i>		96			
<i>Overall performance</i>					

**Your impression of the student's strengths:**

Task assigned was finished w/ clear & neat manner in handling task .... nice answer ..





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Student's demonstrated limitations/weaknesses:

Final comments:

Congrats .. keep up the good work ..

Student's Name: Bongabon Christian Doe D. Library Section/Area: CDD  
(Surname, First Name, Middle Initial)

Cooperating Library: NLP Covered Date: June 13-16, 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.

<u>[Signature]</u>	<u>        </u>
Signature of Practicum Student	Date
<u>[Signature]</u>	<u>6.19.25</u>
Signature of Supervising Librarian	Date



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*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	97				
3	Observes good grooming at all times	97				
4	Follows library rules and policies	97				
<i>Average</i>		97				
<b>Personal Performance:</b>						
1	Knowledge (clear understanding of the requirements of the job, methods, standards and equipment)	97				
2	Judgment (common sense, intelligence and wise decision)	96				
3	Initiative (resourcefulness in carrying out work without being urged or told)	97				
4	Reliability (performs responsibility able and well)	96				
5	Cooperation (works well with others and deals with people good naturedly)	96				
6	Industry ( works hard all times)	97				
7	Punctuality (submits reports on time)	97				
8	Quality of work (neat, accurate, prompt and efficient)	97				
9	Quantity (required volume of work produced on specific time)	97				
<i>Average</i>		96.66				
<b>Professional Knowledge and Technical Skills:</b>						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification	} N/A				
2	Indexing and abstracting					
3	Others: (Selection and acquisition, Preservation)					
<i>Information Services</i>						



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2	Reference and User Information				
3	Information Literacy				
4	Others: ( Access services, Patron training, Public Services, Children's services)	N/A			
<b>Information Tools and Technologies</b>					
1	Technology competencies (hardware, software, internet, web applications, computer ethics)	97			
2	Application of Information tools & technologies	97			
Average		97			
<b>Communication</b>					
1	Written (able to write accurately and clearly with a purpose)	17			
2	Oral ( able to talk with others using appropriate and acceptable language and tone)	97			
		97			
<b>Interpersonal Skills</b>					
1	Relationships with supervisor	96			
2	Relationships with colleagues	97			
3	Reception to criticism	96			
4	Willingness to accept responsibilities	97			
Average		96.71			
Overall performance		96.84			

Your impression of the student's strengths:



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**Student's demonstrated limitations/weaknesses:**

**Final comments:**

Student's Name: Bongalbat, Christian Noe D. Library Section/Area: PLD - LEA  
(Surname, First Name, Middle Initial)

Cooperating Library: National Library of the Philippines Covered Date: May 27-28

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

[Signature] May 29, 2025  
Signature of Practicum Student Date

RHODORA E. VASQUEZ 5/30/2025  
Signature of Supervising Librarian Date



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*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	100				
2	Arrives to the designated area on time	100				
3	Observes good grooming at all times	94				
4	Follows library rules and policies		93			
<i>Average</i>		96.75				
<b>Personal Performance:</b>						
1	Knowledge (clear understanding of the requirements of the job, methods, standards and equipment)	95				
2	Judgment (common sense, intelligence and wise decision)		92			
3	Initiative (resourcefulness in carrying out work without being urged or told)		93			
4	Reliability (performs responsibility able and well)	96				
5	Cooperation (works well with others and deals with people good naturedly)		94			
6	Industry ( works hard all times)	96				
7	Punctuality (submits reports on time)	98				
8	Quality of work (neat, accurate, prompt and efficient)	95				
9	Quantity (required volume of work produced on specific time)	98				
<i>Average</i>		95.22				
<b>Professional Knowledge and Technical Skills:</b>						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification		92			
2	Indexing and abstracting					
3	Others: (Selection and acquisition, Preservation)					
<i>Information Services</i>						



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1	Readers' advisory				
2	Reference and User Information				
3	Information Literacy				
4	Others: ( Access services, Patron training, Public Services, Children's services)				
<b>Information Tools and Technologies</b>					
1	Technology competencies (hardware, software, internet, web applications, computer ethics)	98			
2	Application of Information tools & technologies	98			
<b>Average</b>		96			
<b>Communication</b>					
1	Written (able to write accurately and clearly with a purpose)		94		
2	Oral ( able to talk with others using appropriate and acceptable language and tone)		94		
<b>Average</b>		94			
<b>Interpersonal Skills</b>					
1	Relationships with supervisor	98			
2	Relationships with colleagues	97			
3	Reception to criticism	95			
4	Willingness to accept responsibilities	95			
<b>Average</b>		96.25			
<b>Overall performance</b>		96.05			

Your impression of the student's strengths:



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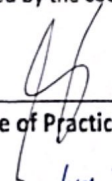
**Student's demonstrated limitations/weaknesses:**

**Final comments:**

Student's Name: Bongolbal, Christian Mae D. Library Section/Area: Cataloging  
(Surname, First Name, Middle Initial)

Cooperating Library: National Library of the Philippines Covered Date: June 4, 5, 9 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.

 _____ Signature of Practicum Student	<u>June 03, 2025</u> _____ Date
<u>MARBILYN M. FERRER</u> _____ Signature of Supervising Librarian	<u>06-05-2025</u> _____ Date



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*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	98				
2	Arrives to the designated area on time	98				
3	Observes good grooming at all times	98				
4	Follows library rules and policies	98				
<i>Average</i>		98				
<b>Personal Performance:</b>						
1	Knowledge (clear understanding of the requirements of the job, methods, standards and equipment)	97				
2	Judgment (common sense, intelligence and wise decision)	97				
3	Initiative (resourcefulness in carrying out work without being urged or told)	97				
4	Reliability (performs responsibility able and well)	96				
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)	97				
9	Quantity (required volume of work produced on specific time)	97				
<i>Average</i>		97.22				
<b>Professional Knowledge and Technical Skills:</b>						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification					
2	Indexing and abstracting					
3	Others: (Selection and acquisition, Preservation)	97				
<i>Information Services</i>						





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1	Readers' advisory				
2	Reference and User Information				
3	Information Literacy				
4	Others: ( Access services, Patron training, Public Services, Children's services)				
<b>Information Tools and Technologies</b>					
1	Technology competencies (hardware, software, internet, web applications, computer ethics)				
2	Application of Information tools & technologies				
<b>Average</b>		97			
<b>Communication</b>					
1	Written (able to write accurately and clearly with a purpose)				
2	Oral ( able to talk with others using appropriate and acceptable language and tone)	98			
<b>Average</b>		98			
<b>Interpersonal Skills</b>					
1	Relationships with supervisor	98			
2	Relationships with colleagues	98			
3	Reception to criticism	98			
4	Willingness to accept responsibilities	98			
<b>Average</b>		98			
<b>Overall performance</b>		97.64			

**Your impression of the student's strengths:**

Performed tasks well, independently, and with quality.



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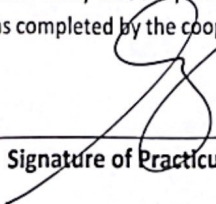
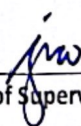
**Student's demonstrated limitations/weaknesses:**

**Final comments:**

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

Cooperating Library: National Library of the Philippines Covered Date: May 21-22, 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.

 _____ Signature of Practicum Student	_____ Date
 _____ Signature of Supervising Librarian	<u>5/24/2027</u> _____ Date