



**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		<b>E 95- 100%</b>	<b>VG 88-94%</b>	<b>G 83-87%</b>	<b>F 82-76%</b>	<b>P 75%- Below</b>
<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)	100%				
2	Judgment (common sense, intelligence and wise decision)	100%				
3	Initiative (resourcefulness in carrying out work without being urged or told)	100%				
4	Reliability (performs responsibility able and well)	100%				
5	Cooperation (works well with others and deals with people good naturedly)	100%				
6	Industry ( works hard all times)	100%				
7	Punctuality (submits reports on time)	100%				
8	Quality of work (neat, accurate, prompt and efficient)	100%				
9	Quantity (required volume of work produced on specific time)	100%				
<b>Average</b>		100%				
<b>Professional Knowledge and Technical Skills:</b>						
<i>Information Resources and Organization</i>						
1	Cataloguing and Classification	100%				
2	Indexing and abstracting	100%				
3	Others: (Selection and acquisition, Preservation)	100%				
<i>Information Services</i>						



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

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

Christian consistently demonstrated exceptional enthusiasm, dedication, and a strong desire to learn throughout his time with us. He quickly adapted to our team and effectively contributed to multiple projects, showcasing his ability to handle both individual tasks and collaborative assignments. His attention to detail and commitment to delivering high-quality work was evident in every task they took on. Additionally, he also displayed excellence in taking the initiative to approach challenges with a positive attitude and resourcefulness.



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



***Final comments:***

He proactively seeks feedback and asks insightful questions to ensure his work is aligned with expectations. His ability to work efficiently and meet deadlines, even when balancing multiple tasks, made him an invaluable asset to his work in the future.

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

Cooperating Library: De La Salle University Libraries Covered Date: 02-17-2025 to 03-11-2025

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>March 11, 2025</u>
Signature of Practicum Student	Date
	<u>18 March 2025</u>
Signature of Supervising Librarian	Date