

Exhibit J

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Maria Louella C. Tambis (July-December 2023)**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	50%		
a. Head/Dean (50%)		4.57 (.50)=2.28	1.14
b. Students (50%)		4.0 (.50)= 2.00	1.00
Total for Instruction		4.28 (.50)	2.14
2. Research	20%	5.0	1.00
3. Extension	-	-	-
4. Administration (Admin. Support Services/dDRC Innovation Office)	30%	4.84	1.45
TOTAL	100%		4.59

EQUIVALENT NUMERICAL RATING:

4.59

Add: Additional Points, if any:


4.59

TOTAL NUMERICAL RATING:

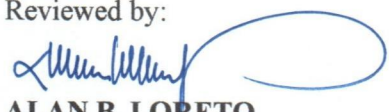
ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


MARIA LOUELLA C. TAMBIS
Name of Faculty

Reviewed by:


ALAN B. LORETO
Director for Innovation

Recommending Approval:


MARIA JULIET C. CENIZA
Chairman, PMT

Approved:


MARIA JULIET C. CENIZA
Vice President for REI

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MARIA LOUELLA C. TAMBIS**, Innovation Office- Intellectual Property Office/ITSO , commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2023.

MARIA LOUELLA C. TAMBIS

Instructor I

Date: 01/16/2024

ALAN B. LORETO

Director for Innovation

Date: 01/16/2024

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target (CY 2023)		Rating				Remark
					Actual Accomplishment (July-Dec 2023)	Quality	Efficiency	Timeliness	Average	
UFMO 2: Higher Education Services										
MFO 1. Curriculum Program Management System										
	PI 1: Total FTE monitored	Handled/taught subjects/courses assigned	2 (6 units)	9.47	4.50	4.60	4.60	4.57	Mgmt 120 & Mgmt 137n (Lec&Lab)	
	Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	1	2	5.00	4.80	4.80	4.87		
	Number of long examinations administered and checked	Administered and checked long examination for subjects taught	1	2	5.00	4.80	5.00	4.93		
UFMO 3: Research and Innovation Services										
Research	PI 1. Number of research outputs in the last three (3) years utilized/ commercialized by the industry or by other beneficiaries *	Coordinated with TBI project team reagrding IP protected technologies for transfer and commercialization/utilization -updated list of technologies potential for commercialization	-	14	5.00	5.00	5.00	5.00		

	P1 2. Number of Research projects conducted	Supervised/monitored the implementation of the VSU IP-TBM Project under the RAISE 8 Program funded by PCAARRD	1	1	5.00	5.00	5.00	5.00	
	<u>Additional Output:</u>								
	P1 4: Number of publications qualified/approved for VSU publication incentive/award	-Organized the Awarding Ceremony for the Publication Incentive '-prepared the certificate of recognition	-	-	-	-	-	-	Transferred to the new PEIC secretary
	P1 4: Number of Patents/UMs qualified/approved for VSU IPR Incentive Program	- Received/consolidated/prepared the List of Recipients for VSU IPR incentive program -Organized the Awarding Ceremony '- prepared the certificate of recognition'	-	-	-	-	-	-	2022 IPR Incentive will be provided in the 1st /2nd quarter of 2024
Innovation	P1 1. Number of research proposals aligned to innovative/emerging technologies	-facilitated submission of research proposals aligned to innovations	-	-	-	-	-	-	
	PI 2. Percentage of research outputs identified by in-house evaluators for IP protection are filed within the year (i.e patents, utility model, copyright, trademark)	-Prepared the requirements in filing for IP protection -facilitated IP filings to IPOPHL/National Library of the Philippines	At least 50% of research outputs for IP protection are filed within the year (8 IPs filed)	50% (4-UMs)	4.80	4.60	4.60	4.67	Other IPs Filed: Copyright- 10 tech profiles Trademark - 6 Industrial Design-2
	PI 3: Percentage of technologies/creative works filed for IP protection monitored and facilitated (on-going prosecutions)	-monitored and updated the database/inventory on VSU IP assets -coordinated issuance of certificates of registration to IPOPHL/DOST-TAPI -prepared communications and response to examiner	100%	100%	4.80	4.60	4.80	4.73	A total of 27 new IP filings and 12 pending applications (on-going prosecutions) at IPOPHL.

	P1 4: Number of technology disclosures	Coordinated the conduct of IP Audit to research centers and academic depts with research outputs potential for IP 'monitored submission of Invention Disclosure Form	At least 50%	4	4.60	4.60	4.60	4.60	
	PI 5: Number of researchers assisted in drafting patent claims and specifications	Facilitated the submissions and reviewed patent specifications and claims	At least 50%	4	4.60	4.60	4.60	4.60	
	PI 6: Number of IP-related trainings/ seminars organized, facilitated and conducted; and other seminars organized by Office of the Director for innovation	Organized/facilitated the conduct IP related seminar/trainings -served as resource persons on IP awareness seminars	12	8	5.00	5.00	5.00	5.00	1-patent search lecture 7-IP awareness seminar 164-participants
	Number of faculty/ researchers/ staff attended IP related trainings and seminars	Coordinated with concerned researchers attendance to IP related trainings -monitored submission of outputs	As per invitation	-	-	-	-	-	
UFMO 5: Support to Operations (STO)			-						
MFO 1: Faculty Development Services									
Additional Outputs:									
	PI 2: Number of webinars attended	Attended webinars/virtual trainings	As per invitation	-	-	-	-	-	
UMFO 6: General Administration and Support Services									
Capability Trainings	PI 1: Number of RDE staff capacitated/ attended trainings (National, international, regional conference)	Attended capability trainings	As per invitation	-	-	-	-	-	
Administrative and Facilitative Services	PI 2 Submission of center/unit PPMP for the following year within deadline as prescribed by BAC	Prepared and submitted PPMP and PR 2022 using the SPMIS	1	-	-	-	-	-	
	PI 3: Number of university committees/boards/council facilitated/ assisted	Facilitated university committee meetings i.e IPR, publication incentive, etc.	As the need arises	-	-	-	-	-	

	PI 6: Number of staff meetings conducted	Facilitated/documented OVPREI/ Innovation staff meetings	4	4	5.00	5.00	5.00	5.00	
	PI 7: Number of documents/reports prepared, reviewed/processed(quarterly reports , QRM, vouchers, communications etc.)	Drafted/prepared communication letters, vouchers, annual and quarterly reports, QRM, NAP etc.	-	50	5.00	5.00	5.00	5.00	
	Number of clients/ beneficiaries who availed IP-related services eg. IP Advisory; Request IP related-data/survey forms	Provided IP services to clients (walk-in, phone calls, emails)	As requested	165	5.00	5.00	5.00	5.00	164 -training 2-requested IP data
	P1 6: Other tasked assigned by the immediate supervisor/university	Acted on request as facilitators/documentors on various univerisity wide activities	As requested	2	5.00	5.00	5.00	5.00	Seved as dDRC for Innovation Office and Internal Quality Auditor
	P1.7 Efficient and customer-friendly frontline service	Provided efficient and customer-friendly frontline service	Zero percent complaint from clients served	-	4.50	4.50	4.50	4.50	
Additional Points		-	Comments & Recommendations for Development Purpose: Continue to attend IP related seminars/trainings and workshops						
FINAL RATING		4.83							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated & Rated by:



ALAN B. LORETO

Director for Innovation

Date: 01/16/2024

Recommending Approval:

MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

Date: 01/18/2024

Approved:

MARIA JULIET C. CENIZA

VP for REI

Date: 01/16/2024

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA LOUELLA C. TAMBIS

Performance Rating: Outstanding

Aim: To have an efficient and effective work performance leading to the achievement of the office goals and targets.

To facilitate and monitor the protection and registration of VSU Intellectual Property (IP) assets.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step:

1. Regular consultation and monitoring to ensure that office goals and targets are met.
2. Attend capability trainings on IP, technology transfer and commercialization.

Result:

1. IP activities/trainings services delivered and implemented.
2. Problems and issues are immediately addressed.
3. Improved/Updated knowledge on trends/issues/laws regarding IP Protection and Technology Transfer & Commercialization; and improved skills on patent searching & drafting.

Date: July 1, 2024

Target Date: December 30, 2024

Next Step:

1. Develop research proposal.
2. Attendance to IP Management and Leadership Trainings.


Outcome/s: Improved performance: increased in number of VSU developed technologies/knowledge products filed and registered for patent/IP protection

Final Step/Recommendation:


To maintain or exceed the current performance.

Provide an opportunity for continuous learning and capability development.

Prepared by:


ALAN B. LORETO
Immediate Supervisor

Conforme:


MARIA LOUELLA C. TAMBIS
Name of Ratee Faculty/Staff