

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Maria Louella C. Tambis (July – December 2018)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	40%		
a. Head/Dean (50%)		4.5 (.50)=2.25	.90
b. Students (50%)		5 (.50)= 2.5	1
Total for Instruction			1.90
2. Research	-	-	-
3. Extension (Trainings/Seminars)	-	-	-
4. Administration (Admin. Services)	60%	4.61 (.60)	2.77
TOTAL	100%		

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.67

TOTAL NUMERICAL RATING:


4.67


ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:


MARIA LOUELLA C. TAMBIS
Name of Faculty


ALAN B. LORETO
Office Head


Approved:



OTHELLO B. CAPUNO
Vice President

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, Technology Protection and Transfer 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 to December 2018.


MARIA LOUELLA C. TAMBIS
Instructor I
Date: 01/24/19

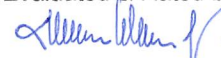

ALAN B. LORETO
Head
Date: 01/25/2019

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 1. Higher Education Services										
	PI 1: FTE	Number of courses/subj. handled per semester	Handled courses/subjects in college	6.00	(2 courses handled)	4.60	4.60	4.80	4.67	Comm 11 (6.99 workload)
UMFO 3. Research Services										
TPTO/TSO MFO 1. Intellectual Property (IP) Management Services										
	PI 1: Number of VSU technologies applied for IP protection monitored and facilitated		Monitored the status of VSU IP applications in PhilPat Database and assisted researchers in drafting response letter to examination reports from IPOPHL	29	45	4.6	4.6	4.8	4.67	22- Registered Utility Models, 17- Copyright Registrations

									6-pending Utility model applications (4-under formaility examination; 2- under subsequent examination)
	P1 2: Number of VSU technologies and/ or creative works filed for protection (i.e patents, utility model, copyright, trademark)	Prepared the requirements in filing for IP protection and submit it to concerned agencies i.e IPOPHL, National Librabry etc.	8	8	4.5	4.5	4.5	4.50	6 - new UM applications and 2 - industrial designs
	P1 3: Number of VSU technologies identified for protection is disclosed	Coordinated with concerned researchers to disclose their invention and submit invention disclosure form	8	8	4.5	4.5	4.5	4.5	
	PI 5: Number of VSU IP applications drafted and submitted for review and approval	Reviewed the patent specification and claims prepared by researcher/s and submit to the immediate supervisor for comments and approval	4	8	4.5	4.5	4.5	4.50	
	PI 6. Number of IP awarenes trainings/ seminars facilitated and conducted	Organized/facilitated the conduct IP related seminar/trainings	1	none					
TPTO MFO 2. Administrative and Facilitative Services									
	PI 1: Number of university committees/ special meetings facilitated and conducted	Coodinated and facilitated university committee meetings i.e IPR, publication incentive, etc.	2	3	4.8	4.8	4.9	4.83	
	PI 2: Number of communications/reports/and other IP relaated docuements signed and approved	Drafted communication letters, memorandums, vouchers, annual reports	150	300	4.6	4.6	4.8	4.67	
	PI 3: Number of IPR & technology commercialization related data prepared and submitted to the requesting party	Prepared and submitted IP related data/reports needed by the requesting party	As requested	9	4.6	4.6	4.6	4.60	

	P1 5: Number of faculty/researchers availed the VSU publication incentive	- Received/consolidated/prepared the List of Publication incentive (PI) applications for validation and approval of PICommittee	-	7 (2017-Batch 2)	4.6	4.6	4.8	4.67	
	P1 6: Number of clients/beneficiaries who availed IP Services: <i>IP awareness seminar/training , patent search, patent drafting, technology transfer and licensing, Assistance and advice on IP management</i>	Provided IP management assistance to clients (walk-in, phone calls, emails)	As requested	37	4.5	4.5	4.6	4.53	
	P1 7: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors various university wide activities	As requested	none					
				Comments & Recommendations for Development Purpose:					
Total Over-all Rating		41.47							
Average Rating		4.61							
Adjectival Rating		OUTSTANDING							

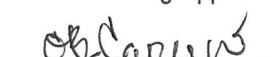
Evaluated & Rated by:


ALAN B. LORETO

Unit/Office Head

Date: 01/24/19

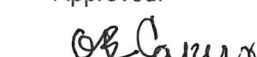
Recommending Approval:


OTHELLO B. CAPUNO

Vice Pres. for Research and Extension

Date: 01/28/19

Approved:


OTHELLO B. CAPUNO
UP for RDE

Date: 01/28/19

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
X	3rd	
X	4th	

Name of Office: OVPRE-TPTO/ITSO


Head of Office: Prof. Alan B. Loreto

Name of Faculty/Staff: Maria Louella C. Tambis


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <ul style="list-style-type: none">• Daily office attendance• Conduct of RDE activities i.e In-house reviews, RDE symposium, Intellectual Property related activities & others• Attendance to Trainings/Seminars i.e IPR trainings, technology transfer & commercialization• Participation to University-wide activities	As the need arises	As the need arises	As the need arises	<ul style="list-style-type: none">• Use of logbook/ biometrics• Minutes of meeting• Annual Accomplishment Report• Activity/Training report• Travel report	
Coaching <ul style="list-style-type: none">• Intellectual Property (IP) Management• IP Audit• Technology Assessment/Evaluation• Technology Commercialization• Methods/techniques of teaching	As the need arises	As the need arises	As the need arises	<ul style="list-style-type: none">• Capability building activities (trainings, workshops, seminars, etc.)	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ALAN B. LORETO
Immediate Supervisor

Verified by:


OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

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.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 30, 2018

First Step:

- | |
|---|
| 1. Regular consultation to ensure that office goals and targets are meet |
| 2. Encourage to finish Masteral Degree in Management |
| 3. Attendance to trainings/seminars i.e Patent Drafting & Tech. Commercialization |

Result:

- | |
|--|
| 1. Problems and issues are immediately addressed |
| 2. Improved knowledge and understanding about business management; marketing, business plan proposals and feasibility study |
| 3. Updated knowledge on trends/issues regarding IP and Technology Transfer & Commercialization; and improved skills on patent searching & drafting |

Date: January 1, 2019 Target Date: June 30, 2019


Next Step:

- | |
|--|
| 1. Explore opportunity to conduct research or develop research proposal |
| 2. Attendance to trainings/seminars ie. Technology Evaluation, Commercialization |

Outcome:
Employee is empowered in achieving the office targets and activities efficiently and effectively

Final Step/Recommendation:
Provide opportunity for continuous learning and capability development.

Prepared by:


OTHELLO B. CAPUNO
Vice President, RDE

Conforme:


MARIA LOUELLA C. TAMBIS
Name of Ratee Faculty/Staff