

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Maria Louella C. Tambis

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	40%		
a. Head/Dean (50%)		2.3	.92
b. Students (50%)		2.25	.90
Total for Instruction			1.82
2. Research Services			-
3. Extension			-
4. Administration (Admin. Services)	60%	.60	2.59
TOTAL	100%		4.41

EQUIVALENT NUMERICAL RATING: 4.41
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.41

ADJECTIVAL RATING: Very Satisfactory

Prepared by: Reviewed by:
MARIA LOVELLA C. TAMBIS OTHELLO B. CAPUNO
Name of Faculty Department Head


Recommending Approval:
OTHELLO B. CAPUNO
Dean/Director


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)

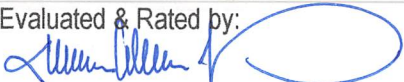
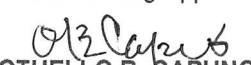
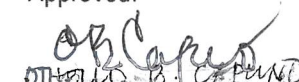
I, MARIA LOUELLA C. TAMBIS, Technology Protection and Transfer Office/ITSO, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.


MARIA LOUELLA C. TAMBIS
Instructor I
Date: 09/27/18


ALAN B. LORETO
Head of Unit/Office
Date: 9/27/18

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	Teaches courses/subjects in college (1 subject handled)	-	1 course handled	4.50	4.50	4.80	4.60	Spch 11 - (3.99 units)
UMFO 3. Research Services										
TPTO/ITSO 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	29	4.8	4.5	4.5	4.60	1- Registered UM; 2-Pending Patent Applications; 26-pending UM applications

	PI 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.	10	-	4.5	4.5	4.8	4.60	<i>Under DOST-TAPI IPR Assistance Program</i>
	PI 3: Number of VSU technologies identified for protection is disclosed	-Coordinated with concerned researchers to disclose their invention and submit invention disclosure form	10	25	4.5	4.5	4.5	4.50	<i>Invention Disclosures endorsed to DOST-TAPI</i>
	PI 4: Number of patent search conducted	Conducted patent/prior-art search	4	-	-	-	-	-	
	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	2	-	-	-	-	-	
	PI 6: Number of IP awarenes trainings/ seminars facilitated and conducted	- Organized/facilitated the conduct IP related seminar/trainings	2	-	-	-	-	-	<i>To be implemented in the 3rd or 4th quarter this year</i>
TPTO MFO 2. Administrative and Facilitative Services									
	PI 1: Number of university committees/special meetings facilitated and conducted	- coordinated and facilitated university committee meetings i.e IPR, publication incentive, etc.	2	1	4.5	4.5	5	4.67	<i>IPR Incentive Meeting</i>
	PI 2: Number of communications/reports/and other IP related documents signed and approved	- Drafted communication letters, memorandums, vouchers, annual reports	150	200	4.7	4.8	4.8	4.77	
	PI 3: Number of reports/IP and research related data prepared and submitted to the requesting party	- Prepared and submitted IP related data/reports needed by the requesting party	As requested	4	5	5	5	5.00	
	PI 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 -Organized the Awarding Ceremony for the Publication Incentive	-	34 (2017 publications)	5	5	5	5.00	<i>Awarding Ceremony to be conducted in the 4th quarter of this year.</i>

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	3	5	5	5	5.00	
P1 7: Other tasked assigned by the immediate supervisor	Acted on request as facilitators or documentors various university wide activities	As requested	-	4.8	4.8	4.8	4.80	Assisted in the preparation of the VSU Strategic Plan Proceedings
Best practices/new initiatives:								
Total Over-all Rating					47	47	48	47.53
Average Rating					4.30	4.28	4.38	4.32
Adjectival Rating					Very Satisfactory			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Evaluated & Rated by:</p> <p></p> <p>ALAN B. LORETO</p> <p>Unit/Office Head</p> <p>Date: <u>7/27/18</u></p> </div> <div style="width: 30%;"> <p>Recommending Approval:</p> <p></p> <p>OTHELLO B. CAPUNO</p> <p>Vice Pres. for Research and Extension</p> <p>Date: <u>10/1/18</u></p> </div> <div style="width: 30%;"> <p>Approved:</p> <p></p> <p>OTHELLO B. CAPUNO</p> <p>VP, R+E</p> <p>Date: _____</p> </div> </div>								

Comments & Recommendations.

1. Minimize your appetite for food for better health & service
2. Devote more focus in finishing your MS degree.
3. Constantly support our applicants for IP's & always do follow-up.


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

Signature:  Date: 10/29/18


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 Transfer & 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: Very Satisfactory

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: January 1, 2018 Target Date: June 30, 2018

First Step:

- 1. Regular consultation to ensure that office goals and targets are meet.
- 2. Encourage to finish Masters Degree in Management.
- 3. Attendance to trainings/seminars i.e Patent Search & Drafting & tech Comm.

Result:

- 1. Problems and issues are immediately addressed.
- 2. Improved knowledge and understanding about IP Code of the Philippines i.e. rules and procedure of granting Patent, UM and copyright registrations.
- 3. Updated knowledge on trends/issues regarding IP and Technology Transfer & Commercialization; and improved skills on patent searching and drafting.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

- 1. Facilitate in preparing IP Audit Reports & Technology Assessment Reports.
- 2. Facilitate in preparing required documents for endorsement to DOST-TAPI under their Valuation and Freedom to Operate Services Program.

Final Step/Recommendation:

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

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

MARIA LOUELLA C. TAMBIS
Name of Ratee Faculty/Staff