

Exhibit J

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

Name of Faculty Member: **Maria Louella C. Tambis (July-October 2022)**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	50%		
a. Head/Dean (50%)		4.73 (.50) = 2.365	1.18
b. Students (50%)		4.6 (.50) = 2.30	1.15
Total for Instruction		4.665 (.50)	2.33
2. Research	20%	5.0	1.00
3. Extension	-	-	-
4. Administration (Admin. Support Services/dDRC Innovation Office)	30%	4.8	1.44
TOTAL	100%		4.77

EQUIVALENT NUMERICAL RATING:

4.77

Add: Additional Points, if any:


4.77

TOTAL NUMERICAL RATING:

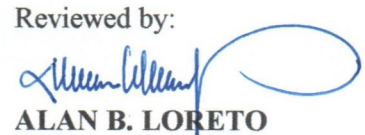
ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


MARIA LOUELLA C. TAMBIS
Name of Faculty

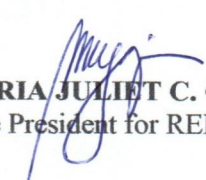
Reviewed by:


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**, Office of the Director for Innovation-TPTO/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-OCTOBER 2022.


MARIA LOUELLA C. TAMBIS
Instructor I

Date: 01-20-23


ALAN B. LORETO
Director for Innovation
Date: 01-20-23

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment (July-Oct 2022)	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)	7.09	4.60	4.60	5.00	4.73	Mgmt 137n (3 sections Lec & Lab);Maternity leave effective Nov. 2022	
	Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	4.6	4.5	4.70		
	Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00		

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/submitted to TBI project team List of IP protected technologies for commercialization	100%	100%	5	5	5	5.00	
	PI 2. Number of Research projects conducted	Assigned as Project Staff of VSU IP-TBM Project (RAISE Program)	1	1	5	5	5	5.00	
	<u>Additional Output:</u>								
	PI 4: Number of publications qualified/approved for VSU publication incentive/award	- Received/consolidated/prepared the List of Publication incentive (PI) applications for validation and approval of PICommittee -Organized the Awarding Ceremony for the Publication Incentive	-	108 (applications)	4.5	4.5	4.5	4.50	
	PI 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	-	26	4.5	4.5	4.5	4.50	
Innovation	PI 1. Number of research proposals aligned to innovative/emerging technologies	-Coordinated with Research Office proposals submitted aligned to innovative/emerging technologies	100%	100%	4.6	4.6	4.6	4.60	
	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 and follow quality procedure on filing	At least 50%	7	4.6	4.6	4.6	4.60	2- Utility model 5- copyright
	PI 3: Percentage of technologies/creative works filed for IP protection monitored and facilitated (on-going prosecutions)	-monitored and updated status of pending IPR applications -coordinated issuance of certificates of registration to IPOPHL/DOST-TAPI	100%	100% (21)	4.6	4.6	4.6	4.60	9- IP Filings (2- Utility Model; 7-copyright) 12- pending IP applications (5-patents; 7- UMs)
	PI 4: Number of technology disclosures	Coordinates the conduct of IP Audit to research centers and academic depts 'monitored submission of Invention Disclosure Form	At least 50%	3	4.60	4.60	4.60	4.60	

	PI 5: Number of patent search reports generated	Facilitated/reviewed patent search reports	At least 50%	7	4.50	4.50	4.50	4.50	
	PI 6: Number of researchers assisted in drafting patent claims	Facilitated submission/reviewed patent/IP applications	At least 50%	2	4.60	4.60	4.60	4.60	
	PI 7: 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	15 (ITSO 2.0)	15	5.00	5.00	5.00	5.00	
	Number of faculty/ researchers/ staff attended IP related trainings and seminars (local/national/ international)	Coordinated with concerned researchers attendance to IP related trainings -drafted endorsement	As per invitation	3	5	5	5	5.00	
UFMO 5: Support to Operations (STO)			-						
MFO 1. Faculty Development Services									
Additional Outputs:									
	PI 2: Number of webinars attended	Attended webinars	As per invitation	1	5	5	5	5.00	
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	1	5	5	5	5.00	
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	1	5	5	5	5.00	
	PI 3: Number of university committees/boards/council facilitated/ assisted	Facilitated/documents 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	2	5	5	5	5.00	

	PI 7. Number of documents/reports prepared, facilitated/ reviewed/processed	Drafted communication letters, memorandums, vouchers, annual reports etc.	-	150	5	5	5	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	474	5	5	5	5.00	Training participants- 470; assisted request for IP data- ; assisted request IP training- 2
	P1 6: Other tasked assigned by the immediate supervisor	Served as dDRC for the Innovation Office	100% compliance to QMS	100%	5	5	5	5.00	
	P1.7 Efficient and customer-friendly frontline service	Provides efficient and customer-friendly frontline service	Zero percent complaint from clients served	Zero	4.5	4.5	4.5	4.50	
Average Rating		4.8	Comments & Recommendations for Development Purpose: Very delight. Open for comments & suggestions. Interested to learn more.						
Additional Points:									
FINAL RATING		4.8							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated & Rated by:



ALAN B. LORETO

Director for Innovation

Date: 01-20-23

Recommending Approval:



MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

Date: _____

Approved:



MARIA JULIET C. CENIZA

VP for REI

Date: _____

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, 2023

Target Date: June 30, 2023

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. ITSO activities/services delivered and implemented as scheduled.
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, 2023

Target Date: December 30, 2023

Next Step:

1. Conduct research or develop research proposal.
2. Attendance to IP/Technology Management and Leadership Trainings.

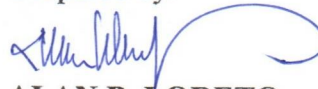
Outcome/s: Employee is empowered in achieving the office targets and activities efficiently and effectively.

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