

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

Name of Faculty Member: **Maria Louella C. Tambis (January-June 2023)**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	50%		
a. Head/Dean (50%)		4.63 (.50) = 2.31	1.15
b. Students (50%)		5.00 (.50) = 2.50	1.25
Total for Instruction		4.81 (.50)	<b>2.40</b>
2. Research	20%	5.0	<b>1.00</b>
3. Extension	-	-	-
4. Administration (Admin. Support Services/dDRC Innovation Office)	30%	4.89	<b>1.46</b>
<b>TOTAL</b>	100%		

EQUIVALENT NUMERICAL RATING:

**4.86**

Add: Additional Points, if any:


**4.86**

TOTAL NUMERICAL RATING:

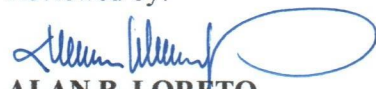
ADJECTIVAL RATING:

**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 **JANUARY-JUNE 2023**.

  
**MARIA LOUELLA C. TAMBIS**  
Instructor I  
Date: 07/12/2023

  
**ALAN B. LORETO**  
Director for Innovation  
Date: 07/12/2023

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target (CY 2023)		Rating				Remark
					Actual Accomplishment (Jan-June 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)	7.49	4.50	4.60	4.80	4.63	Tech101 & Mgmt 122	
	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	5	4.80	4.80	4.80	4.80		
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	-	6	5.00	5.00	5.00	5.00		



	P1 2. Number of Reserch 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	-	89 (2021 publications)	5.00	5.00	5.00	5.00	
	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'	-	27 (Patents/UMs processed for the incentive )	5.00	5.00	5.00	5.00	
<b>Innovation</b>	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%	5	4.60	4.60	4.60	4.60	
	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% (16 IP Filings)	5.00	5.00	5.00	5.00	5- new IPR Filings 2023 11- on-going prosecution (3 patents and 8 UMs)
	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%	10	5.00	5.00	5.00	5.00	
	PI 5: Number of researchers assisted in drafting patent claims and specifications	Facilitated the submissions nad reviewed patent spesifications and claims	At least 50%	5	4.50	4.60	4.60	4.57	

	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	7	5.00	5.00	5.00	5.00	5-IP Awareness; 1-patent search & 1-patent drafting (Total No. of pax- 174)
	Number of faculty/ researchers/ staff attended IP related trainings and seminars (local/national/ international )	Coordinated with concerned researchers attendance to IP related trainings -monitored submission of outputs	As per invitaiton	30	5.00	5.00	5.00	5.00	IP Masterclass
	Additional Outputs:								
	Number of technologies endorsed to DOST Region for Issuance of Fairness Opinion Report (FOR) by the Fairness Opinion Board	Coordinates with TBI project team /DOST FOB secretariat	-	-					
<b>UFMO 5: Support to Operations (STO)</b>			-						
<b>MFO 1. Faculty Development Services</b>									
	Additional Outputs:								
	PI 2: Number of webinars attended	Attended webinars/virtual trainings	As per invitation	1	5.00	5.00	5.00	5.00	
<b>UMFO 6: General Administration and Support Services</b>									
Capability Trainings	PI 1: Number of RDE staff capacitated/ attended trainings (National, international, regional conference)	Attended capabiltiy trainings	As per invitation	1	5.00	5.00	5.00	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	5.00	5.00	5.00	5.00	
	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	Drafted communication letters, memorandums, vouchers, annual reports etc.	-	60	4.80	4.80	4.80	4.80	
	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	3	5.00	5.00	5.00	5.00	
	P1 6: Other tasked assigned by the immediate supervisor	Acted on request as facilitators/documentors on various university wide activities	As requested	-					
	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	
<b>Total Over-all Rating</b>					<b>4.89</b>	<b>4.89</b>	<b>4.90</b>	<b>4.89</b>	
<b>Additional Points</b>		-	Comments & Recommendations for Development Purpose: <i>She is very knowledgeable of her tasks and responsibilities especially on IP matters.</i>						
<b>FINAL RATING</b>		4.89							
<b>ADJECTIVAL RATING</b>		OUTSTANDING							


Evaluated & Rated by:

  
**ALAN B. LORETO**  
Director for Innovation  
Date: 07/12/2023

Recommending Approval:

  
**MARIA JULIET C. CENIZA**  
Vice President for Research, Extension & Innovation  
Date: 07/13/2023

Approved:

  
**MARIA JULIET C. CENIZA**  
VP for REI  
Date: 07/13/2023

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: MARIA LOUELLA C. TAMBISPerformance 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, 2023Target 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. 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, 2023Target Date: December 30, 2023

Next Step:

1. Conduct research or develop research proposal.
2. Attendance to IP 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