

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Maria Louella C. Tambis (July to December 2019)**


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)= 2.50	1.0
Total for Instruction			1.90
2. Research	-	-	-
3. Extension (Trainings/Seminars)	-	-	-
4. Administration (Admin. Services)	60%	4.63 (.60)	2.79
TOTAL	100%		4.69

EQUIVALENT NUMERICAL RATING: 4.69
Add: Additional Points, if any: _____


TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MARIA LOUELLA C. TAMBIS
Name of Faculty


Reviewed by:


ALAN B. LORETO
Unit Head

Recommending Approval:


OTHELLO B. CAPUNO
Chairman, PMT


Approved:



OTHELLO B. CAPUNO
Vice President for RDE

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- DECEMBER 2019**


MARIA LOUELLA C. TAMBIS
Instructor I
Date: 01/09/2020


ALAN B. LORETO
Head of Unit/Office
Date: 01/09/2020

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1. Higher Education Services										
	PI 1: FTE	Number of courses/subj. handled per semester	Teached/Handled at least 2 courses	1	3 courses handled (9 units)	4.5	4.5	4.7	4.57	Comm 11- 2 sections & Mgmt 145- 1 sections
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 -Coordinated and assisted researchers in drafting response to office actions	34	56	4.8	4.7	4.5	4.67	(10-Registered UMs; 26-New applications; 20-on-going prosecution)	
	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	5	7	4.8	4.5	4.5	4.6	(2-patent application & 5- trademark applications)	

PI 3: Number of VSU technologies identified for protection is disclosed	Coordinated with concerned researchers to disclose their invention and submit invention disclosure form	8	2	4.5	4.5	4.5	4.5	
PI 4: Number of patent search conducted	Conducts patent/prior-art search	4	3	4.4	4.4	4.5	4.43	
PI 5: Number of VSU IP applications drafted and submitted for review and approval	Reviewed revised patent specification and claims prepared by researcher/s	4	3	4.5	4.5	4.5	4.5	
PI 6: Number of IP awareness trainings/ seminars facilitated and conducted	Drafts training proposal Organizes/facilitates the conduct IP related seminar/trainings	2	2	4.5	4.5	4.5	4.5	
TPTO MFO 2. Administrative and Facilitative Services								
PI 1: Number of university committees/special meetings facilitated and conducted	Facilitated university committee meetings i.e IPR, publication incentive, ISO	2	5	4.8	4.8	4.8	4.8	(4-ISO meetings ; 1-publication incentive)
PI 2: Number of communications/reports/and other IP related documents signed and approved	Drafted communication letters, memorandums, vouchers, annual reports	-	250	4.8	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 needed by the requesting party	As requested	6	4.8	4.8	4.8	4.8	
PI 4: Number of faculty/researchers availed the VSU publication incentive	- Receivesd/consolidated/prepares the List of Publication incentive (PI) applications for validation and approval of PI Committee -Organized the Awarding Ceremony for the Publication Incentive	-	62 papers (CY 2018)	4.6	4.8	4.5	4.63	Organized and conducted the Awarding Ceremony last December 20, 2019
PI 5: 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>	Provides IP management assistance to clients (walk-in, phone calls, emails)	As requested	110	4.5	4.7	4.8	4.67	

P1 6: Other tasked assigned by the immediate supervisor	Acted on request as facilitators/ documentors on various university wide activities	As requested	3	4.8	4.8	4.8	4.8	- deputy Document controller (dDRC)-ISO - Chair-Documtor, Faculty Development Review 2019 -Chair, Certificates/Award, Regional RDE Symposium 2019
Total Over-all Rating	60.23	Comments & Recommendations for Development Purpose: Must continue to attend seminars and trainings related to IP						
Average Rating	4.63							
Adjectival Rating	OUTSTANDING							

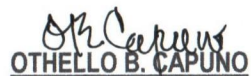
Evaluated & Rated by:


ALAN B. LORETO

Unit/Office Head

Date: 6/10/2020


Recommending Approval:


OTHELLO B. CAPUNO

Vice Pres. for Research and Extension

Date: 6/10/2020

Approved:


OTHELLO B. CAPUNO

Vice Pres. for Research and Extension

Date: 6/10/2020

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: Alan B. Loreto

Name of Faculty/Staff: Maria Louella C. Tambis

Signature:  Date: 01/17/2020

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, IP related activities & others• Participation to University-wide activities• Attendance to Trainings/Seminars i.e IPR trainings, technology transfer & commercialization	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 report• Travel report	
Coaching <ul style="list-style-type: none">• IP Management• 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

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, 2020

Target Date: June 30, 2020

First Step:

1. Regular consultation and monitoring to ensure that office goals and targets are met.
2. Attends IPR related trainings and seminars.

Result:

1. TPTO-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, 2020

Target Date: December 30, 2020

Next Step:


1. Explore an opportunity to conduct research or develop research proposal.
2. Attendance to trainings/seminars i.e Technology Management and Commercialization

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