



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


Name of Faculty Member: **Maria Louella C. Tambis (January-June 2019)**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	40%		
<i>a. Head/Dean (50%)</i>		4.5 (.50) = 2.25	.90
<i>b. Students (50%)</i>		5 (.50) = 2.50	1.0
Total for Instruction			1.90
2. Research	-	-	-
3. Extension (<i>Trainings/Seminars</i>)	-	-	-
4. Administration (<i>Admin. Services</i>)	60%	4.74 (.60)	2.84
TOTAL	100%		4.74

EQUIVALENT NUMERICAL RATING: 4.74
 Add: Additional Points, if any: _____
 TOTAL NUMERICAL RATING: 4.74
 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

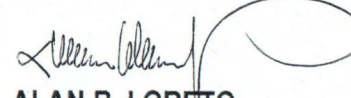
Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
 Visca, Baybay City, Leyte

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 **JANUARY-JUNE 2019**


MARIA LOUELLA C. TAMBIS
 Instructor I

Date: _____


ALAN B. LORETO
 Head of Unit/Office

Date: _____

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	Teaches courses/subjects in senior high school (1 subject handled)	-	1 course handled	4.5	4.5	4.8	4.6	Rating (writing skills) (8.32 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	13	34	4.8	4.8	5	4.8	
	PI 2: Number of VSU technologies and/ or creative works filed for protection (i.e patents, utility model, copyright, trademark)		Assisted researchers in preparing the required documents for filing IP applications Facilitated the submission of the documents to DOT-TAPI	8	14	4.8	4.8	4.8	4.8	Filed under the DOST TAPI IPR Assistance Program

PI 2: Number of VSU technologies and/ or creative works filed for protection (i.e patents, utility model, copyright, trademark)	Assisted researchers in preparing the required documents for filing IP applications Facilitated the submission of the documents to DOT-TAPI	8	14	4.80	4.80	4.80	4.80	Filed under the DOST TAPI IPR Assistance Program
PI 3: Number of VSU technologies identified for protection is disclosed	Coordinates with concerned researchers to disclose their invention and submit invention disclosure form	4	-	-	-	-	-	Waiting for the results of the Annual RDE In-house Review
PI 4: Number of patent search conducted	Conducted patent/prior-art search	4	2	4.50	4.50	4.00	4.33	
PI 5: Number of VSU IP applications drafted and submitted for review and approval	Reviews 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 awareness trainings/ seminars facilitated and conducted	Drafted training proposal Organized/facilitated the conduct IP related seminar/trainings	2	-	-	-	-	-	To be conducted in the 3rd/4th quarter this year
TPTO/ITSO MFO 2. Intellectual Property (IP) Management Services								
PI 1: Number of university committees/special meetings facilitated and conducted	Facilitated university committee meetings i.e IPR, publication incentive, etc.	3	1	4.80	4.80	5.00	4.87	Publication Incentive Meeting
PI 2: Number of communications/reports/and other IP related documents signed and approved	Drafted communication letters, memorandums, vouchers, annual reports	-	100	4.70	4.80	5.00	4.83	
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	3	4.80	4.80	4.80	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	-	41 publications approved	4.80	4.80	4.80	4.80	Awarding Ceremony re-scheduled on Nov. 2019

<p>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></p> <p>P1 7: Other tasked assigned by the immediate supervisor</p>	<p>Provided IP management assistance to clients (walk-in, phone calls, emails)</p> <p>Acts on request as facilitators/documentors on various univerisity wide activities</p>	<p>As requested</p> <p>As requested</p>	<p>2</p> <p>-</p>	<p>4.60</p> <p>-</p>	<p>4.60</p> <p>-</p>	<p>5.00</p> <p>-</p>	<p>4.73</p> <p>-</p>	<p>Comments: Excellent job!!! Keep it up!!!</p>
Best practices/new initiatives								
Total Over-all Rating								
<p style="text-align: right;">42.30 42.40 43.20 42.77</p>								
Average Rating								
<p style="text-align: right;">4.70 4.71 4.80 4.74</p>								
Adjectival Rating								
OUTSTANDING								

Evaluated & Rated by:

Alan B. Loreto
ALAN B. LORETO
 Unit/Office Head
 Date: _____

Recommending Approval:

Othello B. Capuno
OTHELLO B. CAPUNO
 Vice Pres. for Research and Extension
 Date: _____

Approved:

Othello B. Capuno
OTHELLO B. CAPUNO
 Vice Pres. for Research and Extension
 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.

Proposed Interventions to Improve Performance:

Date: January 1, 2019

Target Date: June 30, 2019

First Step:

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

Result:

1. Problems and issues are immediately addressed .
2. Updated knowledge on trends/issues regarding IP and Technology Transfer & Commercialization; and improved skills on patent searching & drafting

Date: July 1, 2019

Target Date: December 30, 2019

Next Step:

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

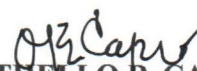
Outcome:

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

Final Step/Recommendation:

Provide an 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