

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

Name of Faculty Member: **Maria Louella C. Tambis (July – December 2021)**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	40%		
a. Head/Dean (50%)		4.6 (.50)=2.30	0.92
b. Students (50%)		4.6 (.50)= 2.30	0.92
Total for Instruction		4.60 (.40)	<b>1.84</b>
2. Research	-	-	-
3. Extension	-	-	-
4. Administration (Admin. Support Services)	60%	4.78	<b>2.87</b>
<b>TOTAL</b>	100%		<b>4.69</b>

EQUIVALENT NUMERICAL RATING:

**4.71**

Add: Additional Points, if any:

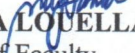
TOTAL NUMERICAL RATING:

**4.71**


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, FMT

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-Technology Protection and Transfer Unit /ITSO Franchise , 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 2021**

  
**MARIA LOUELLA C. TAMBIS**  
Instructor I

Date: \_\_\_\_\_

  
**ALAN B. LORETO**  
Director for Innovation

Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment <i>(July-Dec. 2021)</i>	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UFMO 2: Higher Education Services										
MFO 1. Curriculum Program Management System										
	PI 1: Total FTE monitored	Taught subjects/courses assigned	2 (6 units)	9.72	4.50	4.50	4.80	4.60	Mgmt 120 (2 sections) & Mgmt 198n (Lab)	
	PI 5: Number of instructional materials developed	Developed learning guide/insinstructional materials	1	1	4.50	4.50	4.50	4.50	Mgmt 120	
	Number of grade sheets submitted within prescribed period	Prepared gradesheet and submits on or before deadline	2	2	4.60	4.60	4.50	4.57		
	Number of long examinations administered and checked	Administered and checks long examination for subjects taught	2	2	4.60	4.60	4.60	4.60		

	PI 7: Number of virtual classrooms created and operationalized	Created virtual classrooms	1	1	4.60	4.60	4.60	4.60	
<b>UFMO 3: Research and Innovation Services</b>									
<b>Research</b>	PI 7. Number of research proposals submitted/endorsed for external funding	Developed research proposal	-	1	4.80	4.80	5.00	4.87	
	PI 9. Amount of research money generated from external funding (Thousand PHP) Research fund generation	Research fund generation	-	1.8 M	5.00	5.00	5.00	5.00	RAISE Program: Establishment of IP- TBM Operations in VSU
	<u>Additional Output:</u>								
	P1 4: Number of faculty/researchers availed the VSU publication incentive	- Received/consolidated/prepared the List of Publication incentive (PI) applications for validation and approval of PI Committee - Organizes the Awarding Ceremony for the Publication Incentive	-	123 applications processed  89 approved applications	5.00	5.00	5.00	5.00	
	P1 4: Number of faculty/researchers availed the VSU IPR Incentive Program	Consolidated and finalized the List of Recipients for VSU IPR Incentive Program	-	54 IP applications/ registered IPs have been granted with the IP incentive	5.00	5.00	5.00	5.00	
<b>Innovation</b>	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 QP on filing	At least 50%	2 UMs 13 copyright	4.50	4.50	4.50	4.50	
	PI 3: Number of technologies filed for IP protection monitored and facilitated (on-going prosecutions)	-monitored and updates status of pending IPR applications -coordinates issuance of certificates of registration to IPOPHL/DOST-TAPI	47	57	4.70	4.70	4.80	4.73	24 - Registered IPRs; 16 - New IP filings; 17- on-going prosecution (5 patents & 12-UMs)



	PI 4: Number of technology disclosures	Coordinated & monitored submission of Invention Disclosure Form	At least 50%	3	4.50	4.50	4.50	4.50	
	PI 5: Number of patent search conducted	Conducted patent/prior-art search and prepares the patent search report	At least 50%	1	4.50	4.50	4.50	4.50	
	PI 6: Number of researchers assisted in drafting patent claims	Assist researchers in drafting patent claims and submit to the immediate supervisor for review and approval	At least 50%	1	4.50	4.50	4.50	4.50	
	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/served as resource persons in the conduct IP related seminar/trainings	10 (ITSO 2.0)	10	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 units/depts/ researchers attendance to IP related trainings	As per invitation	315	5.00	5.00	5.00	5.00	including student-participants
<b>UFMO 5: Support to Operations (STO)</b>									
<b>MFO 1: Faculty Development Services</b>									
<b>Additional Outputs:</b>									
	PI 2: Number of webinars attended	Attendance to webinars	As per invitation	2	5.00	5.00	5.00	5.00	DOST-PCAARRD IP Policy and Tech Transfer Protocol Mentorship Series
<b>UMFO 6: General Administration and Support Services</b>									
Administrative and Facilitative Services	PI 3: Number of university committees/boards/council facilitated/ assisted	Facilitates/documents university committee meetings i.e IPR, publication incentive, etc.	As the need arises	4	5.00	5.00	5.00	5.00	2- PEIC ; 2- IPR
	PI 6: Number of staff meetings conducted	Facilitated/documents OVPREI/ innovation staff meetings	2	4	5.00	5.00	5.00	5.00	2-Innovation; 2-OVPREI
	PI 7: Number of documents/reports prepared, reviewed/processed	Drafted communication letters, memorandums, vouchers, annual reports etc.	-	200	5.00	5.00	5.00	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	5	5.00	5.00	5.00	5.00	
	P1 6: Other tasked assigned by the immediate supervisor	Drafted /revised VSU IPR Policy Served as dDRC for the Innovation Office	As requested	2	4.80	4.80	4.80	4.80	
	P1.7 Efficient and customer-friendly frontline service	Provided efficient and customer-friendly frontline service	Zero percent complaint from clients served	none	4.60	4.60	4.60	4.60	
Total Over-all Rating		109.87		Comments & Recommendations for Development Purpose: <i>Very knowledgeable and efficient in her job.</i>					
Average Rating		4.78							
Adjectival Rating		OUTSTANDING							

Evaluated & Rated by:



**ALAN B. LORETO**

Director for Innovation

Date: \_\_\_\_\_

Recommending Approval:



**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

Date: \_\_\_\_\_

Approved:



**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

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, 2022

Target Date: June 30, 2022

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, 2022

Target Date: December 30, 2022

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