
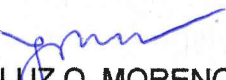
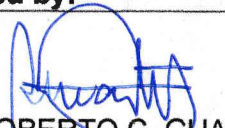




GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No.: 03		Audit Date: September 27, 2021	Audited Area/Department: Renewable Energy Resource Center		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
RERC-OFI-21-01	Consider to have an alternate dDRC for continuity of operation.	No action needed. There is an existing alternate dDRC in the person of Mr. Ryan C. Rebucas who assists the existing dDRC.	none	n.a.	
RERC-OFI-21-02	May consider to provide updates of the planned and actual conduct of maintenance and calibration of the laboratory instruments and equipment.	No action needed. RERC has no equipment that needs calibration. However RERC will prepare schedule of maintenance for some of its existing facilities and equipment that don't need calibration but maintenance.	none	n.a.	
RERC-OFI-21-03	Consider to have an up-to-date laboratory equipment and instruments.	Suggestion well taken. RERC will submit to OVPREI the list of equipment for possible funding	Dec. 15, 2021	R.C. Guarate	

RERC-OFI-21-04	May create separate or categorize the master list for office equipment, hand/power tools, laboratory equipment and instruments.	No action Needed. There is already an existing master list for all office equipment, hand/power tools, laboratory equipment and instruments	none	n.a.	
RERC-OFI-21-05	May consider to have a thermocouple thermometer for calibrations.	No action needed. The existing data logger with thermocouple for temperature measurements is just newly purchased and doesn't need calibration.	none	n.a.	
RERC-OFI-21-06	Consider to have a calibrated graduated cylinder and other measuring instruments.	No action needed. The existing RERC graduated cylinders are permanently calibrated upon purchase.	none	n.a.	
RERC-OFI-21-07	Consider to provide training plan or training conducted for all staff for skills development or enhancement.	No action needed. Training plans are already indicated in the RERC Five-Year Manpower Development Plan of 2019-2023 for VSU funding.	none	n.a.	

Prepared by:	Reviewed by:	Acknowledged by:
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Date: Nov 22, 2021	Date: November 22, 2021	Date: 11/23/21