



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **ELDON P. DE PADUA**, Director of the Renewable Energy Research Center, 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 2024.

ELDON P. DE PADUA

RERC Director

Date: July 4, 2024

SANTIAGO T. PEÑA JR.

Vice President for Research, Extension and Innovation

Date: July 4, 2024

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

RDE Commitments***

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Director (Designated, rated at DABE)	1			1		1
Head, Technical Division (Affiliate, Designated)	0					
Head, Extension Division (rated at TVET)	1			1		1
Administrative Staff (Permanent, rated at CET)	1					
Science Research Specialist (JO), Tech. Div.	1					
Science Research Specialist (JO), Ext'n. Div.	1					
Skilled Worker/Welder (JO)	1					
Semi-skilled Worker (JO), Tech. Div.	1					
Semi-skilled Worker (JO), Ext'n. Div.	1					
Affiliate Researchers (rated at DABE & DME)	3			1		
TOTAL:	11			3		

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Note: * On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

** On Teacher's Leave status. Minimum FTE required is 18 units

*** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

Note: No organic faculty. All FTEs are reflected in the OPCR of the home departments of the faculty.

MFO No.	Success/Performance Indicator (PI)	Units/ Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 1	ADVANCED EDUCATION SERVICES (20%)										
MFO 3	RESEARCH SERVICES (10%)										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Director, Researchers, & Staff	3	133%	4	5	5	5	5.0	1 Hydraulic ram pump demo unit (technical evaluation of 1 ram pump model#2 prototype); 2 Evaporative Cooling system demo unit (automated proto-type), 3 optimization of single chamber syngas; 4) solar tunnel dryer	2%

	PI 2. Number of research outputs completed within the year *	EPDP/ MGCS/NLL	3	0%	0	5	5	4	4.7	All projects are on-going projects.	2%
	PI 3. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year (2%) *	Director and Researchers	1	0%	0					Prepared but not yet submitted	
	<i>In refereed int'l journals</i>										1.50%
	<i>In refereed nat'l/regional journals</i>										0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	EPDP/ MGCS/ NLL	1								
	<i>In int'l fora/conferences</i>			100%	1	5	5	5	5.0	NLL: "Biodiesel Production from a by-product of an oven roasted chicken(Gallus gallus domesticus)", ICEAE 2024, Bangkok, Thailand, June 7-9, 2024;	1.50%
	<i>In nat'l/regional fora/conferences</i>			100.00	1	5	5	5	5.0	NLL: "Optimization of Biodiesel Production from Waste Cooking Oil Vacuum-Fried Jackfruit (<i>Artocarpus heterophyllus lam.</i>) Pulp Processing", PSABE-8 Convention, Tacloban, March 14, 2024; NLL: "Optimization of Biodiesel Production from Waste Cooking Oil Vacuum-Fried Jackfruit (<i>Artocarpus heterophyllus lam.</i>) Pulp Processing", PSABE National Convention, Legazpi, April, 2024	0.50%
	PI 5. Percent of research proposals approved *	Director & Researchers	1	0%	0	1.0	1.0	1.0	1.0	Prepared but not submitted	0.5%
	PI 6. Additional outputs*										
	Number of student research assisted/facilitated	EPDP/ MGCS/NLL	1	500%	5	5	5	5	5.0	Assisted two (2) BSABE students, and three (3) SHS students in conducting their research at the Center	
	Number of newly installed RE technology with student collaboration	EPDP/ MGCS/NLL	1	100%	1	5	5	5	5.0	Installed one (1) automated drip irrigation system	

[illegible]

[illegible]

	PI6 : Number of in-house seminars/trainings/workshops/reviews conducted *	Director and Researchers	1								0.25%
	PI 7 : Additional outputs *										
	Number of faculty/staff awards/honors received related to operations support										0.25%
	Number of in-house seminars/trainings/workshops/reviews attended	Director and Researchers and Staff	1	100%	1	5	5	5	5.0	2024 Research Writeshop (CCE)	
	OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Director and all RERC Staff	100% compliance	100.00	100% compliance	5	5	5	5.0	Abrupt response to the customer feedback report on suggestions and comments that need action; Use of standard forms, and; Abrupt action on documents received that used non-standard forms, etc.	2.50%
MFO 6	General Admin. & Support Services (GASS)										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Director and Administrative Staff	5	100%	5	5	5	5	5.0	Submitted 5 indicative PPMP for 2024 within the deadline	1%
	PI 2. Zero percent complaint from clients served	Director and all RERC Staff	100%	100%	100%	5	5	5	5.0	Maintained a customer-friendly and efficient service.	2%
	PI 3. Number of coaching sessions among faculty & staff**	Director and all RERC Staff									
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Director and all RERC Staff	4	125%	5	5	5	5	5.0	Conducted both regular and special meetings	
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Director and all RERC Staff	12	67%	8	5	5	5	5.0	Meetings include both virtual and face-to-face. RERC	
	PI 3: Additional Outputs										
	Percentage of OFIs, NCs, and CARs received and acted upon	Director and all RERC Staff	0%	100%	100%	5.0	5.0	5.0	5.0	Attended all NCs, OFIs and CARs received and submitted corrective actions and action plans on schedule.	
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *	Director and all RERC Staff	1	200%	2	5	5	5	5.0	1) Regular updates on records management thru the CET-DRCC; 2) Standardized labelling of records with the departments and units under the College of Engineering and Technology (CET)	2%

	Number of frontline services monitored and ensured to be customer friendly and efficient	Director	2	150%	3	4	5	5	4.7	One (1) clerk dDRC and one (1) skilled worker utility (1) alternate dDRC monitored	
	Number of documents prepared, reviewed, evaluated, signed, approved, photocopied, scanned	Director and Administrative Staff	200	1050%	2100	5	5	4	4.7	Attended at least 2100 documents	
	Number of committee meetings attended/facilitated	Director and all RERC Staff	3	0%		5	5	5	5.0	CDRCC meetings + Eqpt. & Calibration Comm. Meeting + 2 VSU Energy Conservation and Efficiency Committee Meeting + TWG for Eng'g Technology and Energy	
	Number of academic lecture/laboratory rooms maintained	Director and all RERC Staff	2	100%	2	5	5	5	5.0	One (1) biofuel laboratory and one (1) mini-lecture room maintained to the best condition	
	Area of lawn maintained (sq.m, approx.)	Director and all RERC Staff	1161	100%	1161	5	5	5	5.0	Maintained the cleanliness of the lawn area	
	Number of office and laboratory & office tools and equipment maintained to best condition	All RERC Staff	193	130%	251	5	5	5	5.0	Both laboratory and office eqpt. Maintained to the best condition	

Total Over-all Rating

136.00

Average Rating

4.70

Adjectival Rating

Outstanding

Note: EPDP-Eldon P. De Padua (Director) rated at DABE, MGCS-Ma. Grace C. Sumaria rated at DABE, NLL-Nilo L. Leorna rated at TVET, CME-Chizka Mae M. Estallo rated at RERC.

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 15 2024

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT

Date: 7-15-24

Recommending approval:

SANTIAGO T. PEÑA JR.

VPREI

Date: _____

Approved:

PROSE IVY G. YEPES

President

Date: 9/6/24

- * To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- ** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level