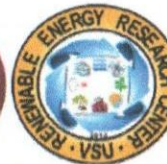


OP# 3
1/6/22



VISAYAS
STATE UNIVERSITY



**RENEWABLE ENERGY
RESEARCH CENTER**

Visca, Baybay City, Leyte, PHILIPPINES
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Email Address: rerc@vsu.edu.ph
Website: www.vsu.edu.ph



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ROBERTO C. GUARTE, 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 July - December 2021.

ROBERTO C GUARTE

RERC Director

Date: 29 December 2021

MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation

Date:

Personnel	Number	Research
Director (Permanent/Designated)	1	0.0
Division Head (Permanent)	1	0.0
Administrative Staff (Permanent)	1	0.0
Skilled Worker (Job Order)	3	0.0
Science Research Assistant (Job O	2	0.0
TOTAL:	8	0.0

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory

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 3	RESEARCH SERVICES (10%)										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	RCG and SRAs	2	100.00	2 of 2	5	5	5	5.0	1) Hydraulic ram pump demo unit; 2) Evaporative Cooling system demo unit	2%

[illegible]

[illegible]

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		
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Director and all Staff	1	200.00	2 of 1	4	4	4	4.0	Maintained connections with the project beneficiaries but no visit was conducted due to COVID-19 pandemic travel restrictions & health protocols	2.0%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Director and all Staff	1	100.00	1 of 1	5	5	5	5.0	Maintained one (1) Renewable Energy (RE) Park showcasing RE technologies to students and visitors.	2%
	PI 11. Additional outputs *										
	Number of RE demo unit maintained for educational purposes	Director and all Staff	9	100.00	9 of 9	5	5	5	5.0	1) Solar tunnel dryer, 2) hydraulic ram pump, 3) solar evaporative cooling system, 4) greenhouse dryer, 5) hydroxy gas generator, 6) syngas generator, 7) solar home system, 8) solar streetlight, 9) Aquaponics system	

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 5	Support to Operations										
	PI 7 : Additional outputs *										
	Number of in-house seminars/trainings/workshops/reviews attended	Director and all Staff	1	1.00	1 of 1					Attended the 2021 VSU RDE In-House Review and presented outputs of 4 studies.	
	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 Staff	100% compliance	100.00	Maintained Zero-NC and 100% compliance	5	5	5	5.0	Zero non-conformity (No NC); Abrupt response to the customer feedback report; Use of standard forms	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 all Staff	6	100.00	6 of 6	5	5	5	5.0	Submitted 6 PPMPs within the deadline as prescribed by BAC	1%
	PI 2. Zero percent complaint from clients served	Director and all Staff	Zero complaint from clients	100.00	Zero complaint from clients	5	5	5	5.0	Provided quality, efficient and timely customer service	2%
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Director	4	375.00	15 of 4	5	5	5	5.0	Conducted 13 meetings (virtual & face-to-face) either unit staff exclusive, with 1 CET mgmt. committee, 1 college-wide	
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Director	2	650.00	13 of 2	5	5	5	5.0	Meetings are both virtual and face-to-face	

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		
	PI 3: Additional Outputs										
	Number of frontline services monitored and ensured to be customer friendly and efficient	RCG	2	100.00	2 of 2	5	5	5	5.0		
	Number of documents prepared, reviewed, evaluated, signed, approved, photocopied, scanned	Director and all Staff	100	500.00	500 of 100	5	5	5	5.0	Sample type of docs: Contract of Service, ORS, BURS, Vouchers, payrolls, minutes, attendance sheets, JO Evaluation, R&M requests, trip tickets, RIS, IAR, Accomplishment Reports, etc.	
	Number of committee meetings attended/facilitated	Director and all Staff	3	166.67	(3+2) of 3	5	5	5	5.0	CDRCC Meetings: Jan-Jun=3; Jul-Dec=2	
	Number of academic lecture/laboratory rooms maintained	Director and all Staff	2	100.00	2 of 2	5	5	5	5.0	1 small Biofuel Laboratory Room and 1 small Lecture Room	
	Area of lawn maintained (sq.m, approx.)	Director and all Staff	975	119.08	1161 of 975	5	5	5	5.0	approx. 975 sq.m. inside RERC compound + approx. 186 sq.m. (newly developed)	
	Number of office and laboratory & office tools and equipment maintained to best condition	Director and all Staff	150	100.00	150 of 150	5	5	5	5.0	Office Eqpt. = 62 lab eqpt. = 88	
	Other outputs implementing the new normal due to covid 19	Director and all Staff	10	100.00	10 of 10	4	5	5	4.7	printing and posting posters, providing alcohol to visitors and employees alike	

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		
Total Over-all Rating									88.333		
Average Rating									4.907		
Adjectival Rating									Outstanding		

Note: RCG-Dr. Roberto C. Guarte (Director) rated at OVPREI, JMG-J.M.Guarte rated at DepStat, SBM - S.B.Miñoza rated at CET

Received by:



DILBERTO C. FERRAREN

Planning Officer

Date: 6 Jan 2022

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: 1/5/22

Recommending Approval:



MARIA JULIET C. CENIZA

Vice Pres. for Research,
Extension and Innovation

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: 1/6/22

* 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