



### TRIP TICKET

Date Filed: May 17, 2022 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: May 19, 2022 Destination: Merida, Leyte  
 Departure Time: \_\_\_\_\_ Driver will report to: Eco-FARMI  
 Purpose: Conduct 5-day sessions of IMO6 Training.

Head of Party:

| Passengers              | Department/Office/Center/Project | Contact Number(s) |
|-------------------------|----------------------------------|-------------------|
| 1. Jerome O. Arribado   | Eco-FARMI                        |                   |
| 2. Jollivie Curay       | Eco-FARMI                        |                   |
| 3. Odelo B. Baldos      | Eco-FARMI                        |                   |
| 4. Marejen A. Villaremo | Eco-FARMI                        |                   |
| 5. Wendy Oquias         | Eco-FARMI                        |                   |
| 6.                      |                                  |                   |
| 7.                      |                                  |                   |
| 8.                      |                                  |                   |
| 9.                      |                                  |                   |
| 10.                     |                                  |                   |

\*For more than (10) passengers, use separate sheet.

Vehicle Type: \_\_\_\_\_  
 Vehicle Plate No.: \_\_\_\_\_

Requesting party: JEROME O. ARRIBADO  
 Program Leader

Dispatched: \_\_\_\_\_ Recommended: MARLON M. BURLAS Approved: \_\_\_\_\_  
 Maintenance in Charge: \_\_\_\_\_ Motor Pool Services Head: \_\_\_\_\_ (Director/Center Director/Agency Head)

**INSTRUCTIONS:** Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately

| Trip Ticket Issued/Received | Vehicle Condition (Before Travel) | Fuel & Lubricant Issued/Used | Departure/Time Out | Odometer/Mileage Out |
|-----------------------------|-----------------------------------|------------------------------|--------------------|----------------------|
|                             |                                   |                              |                    |                      |
| Date Returned               | Vehicle Condition (After Travel)  | Fuel & Lubricant Balanced    | Arrival/Time In    | Odometer/Mileage In  |
|                             |                                   |                              |                    |                      |

|  |  |  |  |
|--|--|--|--|
| Was the passenger/s following the call time & location?  | Was there any purchased of fuel/lubricant outside VSU Campus?      | Was the vehicle involved in accident or damaged while in your custody? | Was the vehicle used other than official government business?      |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No | <input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No     | <input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No |

|   |   |   |   |
|---|---|---|---|
| <b>Driver's Name &amp; Signature</b>  |   | <b>Filled in by the Head of Party or Requesting Party</b> |   |
| This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle. | <b>Service Satisfaction</b><br><input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied |   | <b>Driver's OVER ALL RATING</b><br><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair<br><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good<br><input type="checkbox"/> 5. - Excellent |
|   |   |   | <b>Comments &amp; Suggestions</b>   |
|   | <b>SIGNATURE OVER PRINTED NAME</b>  |   | <b>Name and Signature</b>   |