PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed	August 1	. 2024		Number	Tacloban City Airport to VSU			
Scheduled Travel	August 4, 2024		Destination		: Apartelle (Colis Cottage)			
Departure Time :	10:30 A.M.		Driver will report to		Tac	loban Ci	ty, Airport	
Purpose :	To fetch from Tacloban City, Airport						1	
Head of Party:	Ms. Wen	nie Maris Alv	/aira					
Passengers	Department/Office/Center			/Project		Contact N	umber(s)	
Wennie Maris Alvaira	DA Biotech							
Sharmaine Lopez								
	Charged to: DA Biotech Scholarship Program (Travel expenses (vehicle rental, etc)							
*For more than (10) passenge	rs, use sepa	rate sheet.						
Vehicle Type:	PhilRootcro	ps Hilux Requesti			ting party	r:	LI +	
Vehicle Plate No.:						M	PLORETO	
Vehicle Flate No						HERESA		
Dispatched: AMIEL P. ARMADA			Leader, VSU DA Biotech Scholarship Program proved: ALAN B. LORETO					
The state of the s		otor Pool Services Head			(Director/Center Director/Agency Head)			
Maintenance in Charge	IVI	Oldi Fodi Sen	vices i lead		(5			,
INSTRUCTIONS: Drivers sha damage, defects and accident	all fill in this ts immediate	part properly.	Drivers are	accountable for	and are r	esponsible	e for reporting	any vehicle
Trip Ticket Issued/Received		Vehicle Condition (Before Travel)		Fuel & Lubrica Issued/Used		parture/ ne Out	Odometer/Mileage Out	
Date Returned		Vehicle Condition (After Travel)		Fuel & Lubrica Balanced	200	rrival/ me In	Odometer/Mileage In	
Was the passenger/s following the call time & of fuel/lubrical VSU Campus		nt outside or damaged		nicle involved in while in your cus	accident stody?		as the vehicle used other than ficial government business?	
	Yes Specify)	□No	☐ Yes (Spe	cify)	□No	☐ Yes (Specify) ☐ No		□No
Driver's Name & Signa	ature	Filled in by th	ne Head of Par	rty or Requesting	Party			
This vehicle will be used	Service Satisfaction			Driver's OVER ALL RATING				
government business only.	☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair				
reviewed and complied with	☐ 2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good				
regulations regarding the Government-Owned Vehicle.	3. Moderately Satisfied			☐ 5 Excellent Comments & Suggestions				
Government-owned vernole.	☐ 4. Very Satisfied☐ 5. Extremely Satisfied			Commi	ents & s	uggestions		
	Landing Saucina							
	and the same of th							
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	and the same of th							
ALNIEL CINCO SIGNATURE OVER PRINTED NAME		MA. THERESA P. LORETO Name and Signature			1			= 1

Vision:

A globally competitive university for science, technology, and environmental

onservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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