



## TRIP TICKET

Date Filed : August 1, 2024 Trip Number : \_\_\_\_\_  
 Scheduled Travel : August 4, 2024 Destination : Tacloban City Airport to VSU  
 Date/s : \_\_\_\_\_  
 Departure Time : 10:30 A.M. Driver will report : Tacloban City, Airport  
 to : \_\_\_\_\_  
 Purpose : To fetch from Tacloban City, Airport

 Head of Party: Ms. Wennie Maris Alvaira

Passengers	Department/Office/Center/Project	Contact Number(s)
Wennie Maris Alvaira	DA Biotech	
Sharmaine Lopez		
	Charged to: DA Biotech Scholarship Program (Travel expenses (vehicle rental, etc))	

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

 Vehicle Type: PhilRootcrops Hilux

Requesting party:

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

MA. THERESA P. LORETO

Project Leader, VSU DA Biotech Scholarship Program

 Dispatched:  
**AMIEL P. ARMADA**

 Recommended:  
**MARLON G. BURLAS**

 Approved: ALAN B. LORETO

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> <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied		<b>Driver's OVER ALL RATING</b> <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	<b>Comments &amp; Suggestions</b>		
<b>ALNIEL CINCO</b> SIGNATURE OVER PRINTED NAME	<b>MA. THERESA P. LORETO</b> Name and Signature		