



TRIP TICKET

Date Filed: January 18, 2023 Trip Number: _____
Scheduled Travel Date/s: February 7, 2023 Destination: Dulag, Julita, Burauen, Leyte
Departure Time: 5:00 AM Driver will report to: Maria Robelyn A. Insik
Purpose: Water and Sediment Sampling on the Daguitan-Marabong River in Dulag, Julita, and Burauen, Leyte

Head of Party: Maria Robelyn A. Insik

Passengers	Department/Office/Center/Project	Contact Number(s)
MARIA ROBELYN A. INSIK	DOPAC Faculty	09179640037
JAILENN JANNARAIN	DOPAC Faculty	09124475153
RHEA MEL GARCIA	Student	09096621551
IVY GWEN T. PAGUIA	Student	09612402005
FREZEIL ROCHE	Student	09195979840
MARIA CRESCHELIA JOY YARE	Student	09394069191
DONNA RAMADA	Student	09169116873
AUBREY ARCILLAS	Student	09208278347
MARCELINO SACAY	Student	09463866739
KRISTINE JOY CUTANDA	Student	09483858275

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

Vehicle Type: _____
Vehicle Plate No.: _____

Requesting party: Maria Robelyn A. Insik
MARIA ROBELYN A. INSIK

Dispatched: **AMIELR. ARMADA**

Recommended: **MARLON G. BURLAS**

Approved: **MARIO LILIO VALENZONA**

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

Driver's Name & Signature		Filled in by the Head of Party or Requesting Party	
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.	Service Satisfaction <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		Driver's OVER ALL RATING <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
			Comments & Suggestions
	SIGNATURE OVER PRINTED NAME		Name and Signature