

TRIP TICKET

Date Filed March 14, 2022

Scheduled Travel	March 18, 2022
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Date/s _____

Departure Time	8:00 AM
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Trip Number : _____

Hindang Leyte

Destination : _____

Driver will report Crislin B. Cruz

Driver will report to : Shawn D. Stutz

Purpose: Meeting with HIPEDAC beneficiaries and monitor bees in the farm of Hindang. Facilitate tourist survey on Macaque Project.

Head of Party **CRISLIN B. CRUZ**

Passengers -	Department/Office/Center/Project	Contact Number(s)
1. Emily Barbosa		
2. Ana Marie Oquias		
3. Fritzal Jane Pogado		
4. Chester Pagas		
5. Israel Embayarte		

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

Vehicle Type: **NCRC Toyota VAN**

Vehicle Plate No.: _____

Requesting party: D.L.

CRISLIN B. CRUZ

(Position)

Dispatched:

Recommended:

Approved:

AMIEL R. ARMADA

MARLON G. BURLAS

MARISEL A. LEORNA

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	
<i>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.</i>	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	

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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v03 02-28-2022

No