



TRIP TICKET

Date Filed : Dec. 12, 2021
 Scheduled Travel Date/s : Jan. 14, 2021
 Trip Number :
 Destination : Southern Leyte
 Departure Time : 6:30 Am
 Driver will report to : Guard Post
 Purpose : To Deliver Food Packs to the Students in Southern Leyte, on January 14, 2022

Head of Party: Prof. Manolo B. Loreto, Jr.

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Prof. Manolo B. Loreto, Jr.	ODS	09176341432
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type:

Vehicle Plate No.:

Requesting party:

MANOLO B. LORETO, JR.

Dean of Students

Dispatched by:

MARLON G. BURLAS

Head, HELVMU

Approved by:

MARIO LILIO VALENZONA

(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?

☐ Yes

☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify)

☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify)

☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify)

☐ 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

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.