



TRIP TICKET

Date Filed: May 23, 2022 Trip Number: _____
Scheduled Travel: May 27-28, 2022 Destination: Matalom, Leyte
Date/s: _____
Departure Time: _____ Driver will report to: Eco-FARMI
Purpose: Conduct a team building at Canigao Island, Matalom, Leyte

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. DHENBER C. LUSANTA	Eco-FARMI	
2. JEROME O. ARRIBADO	Eco-FARMI	
3. PASTOR P. GARCIA	Eco-FARMI	
4. ROMEL B. ARMECIN	Eco-FARMI	
5. FE M. GABUNADA	Eco-FARMI	
6. MAREJEN A. VILLAREMO	Eco-FARMI	
7. ODELO B. BALDOS	Eco-FARMI	
8. LILIBETH V. PAGALAN	Eco-FARMI	
9. REYNANTE G. MACAPANAS	Eco-FARMI	
10. VANESSA MAY MILAN	Eco-FARMI	

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

Vehicle Type: BUS Requesting party: DHENBER C. LUSANTA
Vehicle Plate No.: _____ Program Leader

Dispatched: _____ Recommended: MARLON M. BURLAS Approved: _____
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
	GELBERTO P. VALDEVIESO		Comments & Suggestions
	SIGNATURE OVER PRINTED NAME		
Name and Signature			

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