

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed N			May 2 2023		Trip Number :					
		May 2, 20		Dectination		IEW CITY HALL,				
Date/s		May 5, 2023		E		BAYBAY CITY				
Departure Time : 10:00ar		n	Driver will report : _E		CO-FARMI					
Purpose : (May 2, 2			2023) To pay for the ordered fingerlings at the				the New City Hall, Baybay			
			023) To pick-up the ordered fingerlings							
Head of Party: JEROME O. ARRIBADO										
Passengers			Department/Office/Cente			er/Projec	t :t	Contact Number(s)		
JOLLIVIE A. CURAY										
2. 3.										
4.										
5.										
6.										
7.										
8. 9.			_							
10.										
*For more than (10) passengers, use separate sheet.										
Vehicle Type: FORD RANGER Requesting party:										
Vehicle Plate							7	ARRIBADO)	
					-	Lla	ad MDCC	and DDEC		
			_				ad, MASC	and PPES		
Dispatched:						proved: JEROME O. ARRIBADO				
AMIEL R. ARMADA MARLON G. BURLAS JERO								O. ARRIE	ADO	
Maintenance in Charge Motor Pool Services Head							ector/Cent	er Director/A	gency 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				parture/	Odometer/Mileage Out		
			(Before Travel)		Issued/Used Tir		ne Out			
D. J. D. J J			Vehicle Condition		Fuel & Lubricant A		rrival/	al/ Odemeter/Miles as In		
Date Returned			(After Travel)				ime In	ne In Odometer/Mileage In		
Was the passer			y purchased Was the vehicle involved in			accident	Was the	vehicle us	ed other than	
following the call time & of fuel/lubrical location? VSU Campu.			ant outside or damaged w					official government business?		
Yes	□No	Yes	□No	☐ Yes (Spec	eifv)	□No	☐ Yes (Specify)	□No	
		(Specify)								
Driver's Name & Signature Filled in by the Head of Party or Requesting Party										
			Service Satisfaction			Driver's OVER ALL RATING				
This vehicle will be used for official			☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair				
government business only. I have reviewed and complied with rules &			☐ 2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good				
regulations regarding the use of			☐ 3. Moderately Satisfied			☐ 5 Excellent				
Government-Owned Vehicle.						Comments & Suggestions				
			4. Very Satisfied			Commi	ents a 3	uggestions	•	
GELBERTO P. VALDEVIESO			5. Extremely Satisfied			-				
GELDERIUF	. VALUE	VIESU								
			N							
SIGNATURE C	VER PRIN	NTED 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.

Page 1 of 1 FM-PPO-14 v03 02-28-2022

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