

**TRIP TICKET**

Date Filed: July 3, 2024  
Scheduled Travel Date/s: July 12, 2024  
Departure Time: 6:30 a.m.  
Purpose: To provide assistance in the social mobilization of Alang-alang BIDANI Core team to Tunga LGU.

Trip Number: \_\_\_\_\_  
Destination: Alang-alang & Tunga, Leyte  
Driver will report to: Brgy. Pangasugan waiting shed

Head of Party: Saloma B. Gisulga

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Melodina P. Edullantes		
2. Lilian B. Nuñez		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: \_\_\_\_\_

Vehicle Plate No.: \_\_\_\_\_

Requesting party: 

LILIAN B. NUÑEZ

Director

Approved: \_\_\_\_\_

Dispatched: \_\_\_\_\_

AMIEL R. ARMADA

Recommended: \_\_\_\_\_

MARLON G. BURLAS

DENNIS P. PEQUE

Maintenance in Charge

Head

Motor Pool Services

(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.	<b>Service Satisfaction</b>	<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. - Excellent
	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestions</b>
	<input type="checkbox"/> 5. Extremely Satisfied	
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.