



TRIP TICKET

Date Filed: August 15, 2024 Trip Number: _____
 Scheduled Travel Date/s: August 15, 2024 Destination: Baybay City
 Departure Time: 9:45 am Driver will report to: ECO-FARMI
 Purpose: Purchase office materials

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Jonel H. Ababat		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: FORD

Vehicle Plate No.: _____

Requesting party:

JEROME O. ARRIBADO

Head, MPSO and PRES

Approved:

JEROME O. ARRIBADO

Dispatched:

AMIEL R. ARMADA

Recommended:

MARLON G. BURLAS

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?

☐ 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.

GELBERTO P. VALDEVIESO

SIGNATURE OVER PRINTED NAME

Service Satisfaction

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

Driver's OVER ALL RATING

- ☐ 1. - Poor ☐ 2. - Fair
☐ 3. - Good ☐ 4. - Very Good
☐ 5. - Excellent

Comments & Suggestions

Name and Signature