



TRIP TICKET

Date Filed : Dec 28, 2021 Trip Number : _____
 Scheduled Travel : Dec 29, 2021 Destination : Brgy. Jaena Baybay City
 Date/s : _____
 Departure Time : 2:00 PM Driver will report to : _____
 Purpose : Conduct meeting with local project management team (Brgy Jaena, Sabang & Punta)

Head of Party: **EDUARDO O. MANGAOANG**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. RENE JEMMAR ALKUINO		
2. REDEEM SOSMEÑA		
3. MERLIN LEBANTE		
4. ADRIANO NAPIERE		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: RCCRDC TOYOTA HILUX
 Vehicle Plate No.: AU1296

Dispatched by: **MARLON G. BURLAS**
 Motor Pool Services Head

Requesting party: **EDUARDO O. MANGAOANG**
 Professor, Director, Project leader
 Approved by: **EDUARDO O. MANGAOANG**
 (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			