



### TRIP TICKET

Date Filed: December 15, 2021 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: December 20-21, 2021 Destination: San Miguel, Leyte  
 Departure Time: 7:00 am Driver will report to: VSU Main Gate  
 Purpose: Data Gathering for DA-SAAD Project  
 Head of Party: Ana Liza M. Recto

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Wendy C. Enerlan	ViSERDAC	
2. Reyvin N. Sabanal	ViSERDAC	
3. Margareth Batistil	ViSERDAC	
4. Ana Liza M. Recto	ViSERDAC	
5. Gwendolin H. Omalay	ViSERDAC	
6.		
7.		
8.		
9.		
10.		

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

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

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

Requesting party: Wendy C. Enerlan

Wendy C. Enerlan

Dispatched by:

**MARLON G. BURLAS**

Motor Pool Services Head

Approved by:

**MARIO LILIO VALENZONA**

(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.	<b>Service Satisfaction</b> <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		<b>Driver's OVER ALL RATING</b> <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
			<b>Comments &amp; Suggestions</b>
	SIGNATURE OVER PRINTED NAME		Name and Signature