

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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TRIP TICKET

Departure Time July 27, 2022 Destination Suard Post 1 Guard Post 1
Driver will report Caural Post 1 Driver will report Caural Post 1
Passengers Department/Office/Center/Project Contact Number(s) 21. 25 PASSENGERS Institute Of Human Kinetics 583-7395/1046 22. 23.
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21. 25 PASSENGERS Institute Of Human Kinetics 563-7395/1046 22. 23. 24. 25. 26. 27. 28. 29. 30. For more than (10) passengers, use separate sheet. Vehicle Type: VSU Requesting party: CHARIS B. LIMBO Director, IHK Dispatched: Recommended: Approved: MARIO LILIO P. VALENZONA 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) Issued/Used Time Out Date Returned Vehicle Condition Fuel & Lubricant Issued/Used Time Out Was the passenger/s following the call time & of truel/bubricant outside vs. Use Travel (After Travel) Services Head (Time Out) Director/Center Director/Agency Head) Was the passenger/s following the call time & of truel/bubricant outside vs. Use Travel (After Travel) Service Satisfaction Director/Center Director/Agency Head) Was the passenger/s following the call time & of truel/bubricant outside vs. Use Travel (After Travel) Service Satisfaction Director/Center Director/Agency Head) Driver's Name & Signature Filled in by the Head of Party or Requesting Party Service Satisfaction Director/Center Director/Agency Head) Driver's OVER ALL RATING 11. Poor 12. Fair 13. Moderately Satisfied 11. Poor 22. Fair 13. Moderately Satisfied 13. Good 4. Very Good 55. Excellent
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Government-Owned Vehicle
14. Very Satisfied Comments & Suggestions
☐ 15. Extremely Satisfied
SIGNATURE OVER PRINTED 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.

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