



TRIP TICKET

Date Filed May 21, 2024 Trip Number : _____
 Scheduled Travel : May 29, 2024 Destination : Liloan, Southern Leyte
 Date/s : _____
 Departure Time : 1:00 a.m. Driver will report to : Guard Post # 1
 Purpose : To conduct DOE faculty and staff on team building.

Head of Party: Zyra May H. Centino

Passengers	Department/Office/Center/Project	Contact Number(s)
DOE Faculty and Staff (16)	DOE	

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: ZYRA MAY H. CENTINO
 Head, DOEcon

Dispatched:
AMIEL R. ARMADA

Recommended:
MARLON G. BURLAS

Approved:
MARIO LILIO P. VALENZONA
 (Director/Center Director/Agency Head)

Maintenance in Charge

Motor Pool Services 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