

PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed		Nov.	28, 2023	_ Trip N	Trip Number :					
		Dec.	6 & 8, 2023	Destination		Palo				
Date/s					- Destination .					
Departure Time :		1:00	om	Driver will report .		Ramoneda's residence				
		to			Sta. Cruz		Y			
					aff, students & ty & staff, stud					
Head of Party:			May H. Cent		ly & Stall, Stud	ents a re	source P	erson (Dec.	0)	
	assenge	THE RESIDENCE IN COLUMN			Office/Cente	er/Projec	t	Contact I	Number(s)	
	Faculty		DOE				*			
	Student									
*For more than ((10) passe	engers, use sep	arate sheet.							
Vehicle Type:		Coaste	r		Reque	sting par	tv.	~ (
Vehicle Plate No.:					•		- / -	. CENTINO		
					-		1			
50-defect			Recommended: Apr			Director				
Dispatched:				ea: N G. BURLA		proved:	ADIO LILI	O P. VALEI	UZONA	
Maintenance in	Charge	1	Motor Pool Ser	vices Head		(Dir	ector/Cent	er Director/Ag	jency Head)	
INSTRUCTIONS				Drivers are	accountable for	and are	responsible	e for reporting	g any vehicle	
damage, defects and accidents immedia Trip Ticket Issued/Received			Vehicle Condition Fuel & Lubrica					Odomotor/	Odomotor/Mileago Out	
			(Before Travel)		Issued/Used	t Ti	me Out	Odometer/Mileage Out		
Date Returned			Vehicle Condition (After Travel)		Fuel & Lubrica Balanced		Arrival/ ime In	Odometer/Mileage In		
			7							
Was the passen	ner/e	Was there ar	ny purchased				T			
following the call time & of fuel/lubric location? VSU Camp		of fuel/lubrica		Total marger, including	Was the vehicle involved in a or damaged while in your cus			ne vehicle used other than government business?		
			SU Campus?		or damaged wille in your case		Official y			
Yes	□No	Yes (Specify)	□ No	Yes (Spec	cify)	□ No	☐ Yes (Specify)	□ No	
Driver's N	ame & Si							-		
Dilver 3 14	arrie & Or	griature	Filled in by th	ne Head of Par	ty or Requesting	Party				
			Service Satisfaction			Driver's OVER ALL RATING				
This vehicle will be used for official government business only. I have reviewed and complied with rules &			☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair				
			☐ 2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good				
regulations regarding the use of						5 Excellent				
Government-Ow	Control of the Contro		4. Very Satisfied			Comments & Suggestions				
			☐ 5. Extremely Satisfied			Comments & Suggestions				
			J. Extre	mely Satisfie	u	-				
SIGNATURE O	VED DOIL	NTED NAME	Name and Signature			-				
SIGNATURE O	VER PRI	ALED MANIE	IN.	ante anu sign	ature					

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.

Page 1 of 1 FM-PPO-14 v03 02-28-2022

No.