



TRIP TICKET

Date Filed Sept.27,2023 Trip Number : _____
 Scheduled Travel : _____ Destination : Brgy Maganhan
 Date/s : _____ Baybay City
 Departure Time : 1:00 p.m. Driver will report : ISRDS
 to : _____
 Purpose : To schedule dates for FGD of Brgy. Kantagnos survivors.
To invite participants for the FGD.

Head of Party: Lilian B. Nuñez

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Merry Jean A. Caparas	ISRDS	
2. Jake Ralph Pilare	ISRDS	
3. Fernanda Peixoto Silva	Exchange Student	
4. Alexandra Berndt	Exchange Student	
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: _____ Requesting party: MERRY JEAN B. CAPARAS
 Vehicle Plate No.: _____ Director
 Dispatched: _____ Recommended: _____ Approved: MARIO LILIO P. VALENZONA
AMIEL R. ARMADA MARLON G. BURLAS (Director/Center Director/Agency Head)
 Maintenance in Charge Head Motor Pool Services

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?	Was there any purchased of fuel/lubricant outside VSU Campus?	Was the vehicle involved in accident or damaged while in your custody?	Was the vehicle used other than official government business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> 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