

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed		Nov 17 3	2022	Trin Numbe	ar '					
Nov.		Nov. 17, 2 Nov. 23 a		Trip Numbe		Tacloban City				
Scheduled Trav Date/s	vel :	2022		Destination	:	ciobari c	, ity		_	
Departure Time : 09:30		09:30 AM		Driver will report : D		epartment of Agronomy				
Purpose : To feto		To fetched	ched and returned back		visitors from IRRI.				_	
The second second									_	
Head of Party:			-					·		
Passengers			Department/Office/Cente			r/Projec	t	Contact I	Number(s)	
 Marry Louse Mendoza 			IRRI							
2. Malcolm Marfori			IRRI VSU							
Rongie B. Sevillano 4.			VSU							
5.										
6.										
7.										
*For more than (10) passengers, use separate sheet.										
Vehicle Type: Van Requesting party:										
Vehicle Plate No.: ED ALLAN L. ALCOBER										
Dispatched:	RMADA		Recommended: Ap MARLON G. BURLAS			Faculty proved: MARIO LILIO P. VALENZONA				
Maintenance in Charge Motor Pool Services Head (Director/Center Director/Agency Head)										
INSTRUCTIONS damage, defects				Drivers are a	accountable for	and are i	responsible	e for reporting	any vehicle	
Trip Ticket Issued/Received			Vehicle Condition		Fuel & Lubricant Departure			Odometer/Mileage Out		
The transfer of the transfer o			(Before Travel)		Issued/Used Tir		ne Out	Jut		
			Vehicle Condition		Fuel & Lubricant A		rrival/			
Date Returned			(After Travel)		The state of the s		ime In	1 Idometer/Mileade in		
Was the passen following the call		Was there an	nt outside or damaged		icle involved in accident while in your custody?		Was the vehicle used other than official government business?			
location? ☐Yes	□No	VSU Campu: ☐Yes	S? □ No			□No	Yes (Specify) No			
		(Specify)		П тес (орес	,c.,,,			з тос (ереспу)		
Driver's Name & Signature Filled in by the Head of Party or Requesting Party										
This vehicle will be used for official			Service Satisfaction			Driver's OVER ALL RATING				
government business only. I have			1. Not outsiled			☐ 1 Poor ☐ 2 Fair				
reviewed and complied with rules & regulations regarding the use of			2. Slightly Satisfied			3 0		□4\	ery Good	
Government-Owned Vehicle.			☐ 3. Moderately Satisfied ☐ 4. Very Satisfied			☐ 5 Excellent Comments & Suggestions				
			5. Extremely Satisfied			COMMI	ents & 3	uggestions		
ANDREO P. VILLOCINO			J G. Extro	mory outlone.						
SIGNATURE OVER PRINTED NAME			Name and Signature							
						1				

Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.