



### TRIP TICKET

Date Filed: Nov. 17, 2022 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: Nov. 23 and 25, 2022 Destination: Tacloban City  
 Departure Time: 09:30 AM Driver will report to: Department of Agronomy  
 Purpose: To fetched and returned back the visitors from IRRI.

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Marry Louise Mendoza	IRRI	
2. Malcolm Marfori	IRRI	
3. Rongie B. Sevellano	VSU	
4.		
5.		
6.		
7.		

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

Vehicle Type: Van  
 Vehicle Plate No.: \_\_\_\_\_

Requesting party:  
**ED ALLAN L. ALCOBER**  
 Faculty

Dispatched:  
**AMIEL R. ARMADA**  
 Maintenance in Charge

Recommended:  
**MARLON G. BURLAS**  
 Motor Pool Services Head

Approved:  
**MARIO LILIO P. VALENZONA**  
 (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)	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.	<b>Service Satisfaction</b> <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		<b>Driver's OVER ALL RATING</b> <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
	<b>Comments &amp; Suggestions</b>		
	ANDREO P. VILLOCINO		
SIGNATURE OVER PRINTED NAME		Name and Signature	