



TRIP TICKET

Date Filed: May 2, 2022 Trip Number: _____
 Scheduled Travel Date/s: May 14 & 15, 2022 Destination: Palompon, Leyte
 Departure Time: 8:00am Driver will report to: _____
 Purpose: To conduct teambuilding in Palompon on May 14-15, 2022
 Head of Party: Bert C. Peñalosa-09266481984

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Abamo, Antonio	DBM	
2. Amestoso, Nilda T.	DBM	
3. Pomida, Argina M.	DBM	
4. Salabao, Analita A.	DBM	
5. Aguinaldo, Julie Bee M.	DBM	
6. Alacio, Wella Marie D.	DBM	
7. Andrino, Marlon T.	DBM	
8. Avila, Doryn Jan L.	DBM	
9. Abasola, Ma. Loriemae M.	DBM	
10. Barbosa, Charita D.	DBM	

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: BERT C. PEÑALOSA

OIC-Head, DBM

Dispatched: _____ Recommended: _____ Approved: _____
 Maintenance in Charge _____ Motor Pool Services Head _____ (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.	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