



TRIP TICKET

Date Filed : May 25, 2022
 Scheduled Travel : May 31 & June 3, 2022
 Date/s :
 Departure Time : 1:00PM & 1:00PM
 Purpose : To attend Consultation Workshop on the Formulation of Policies, Standards and Guidelines for the Bachelor of Science in Agroforestry program.

Trip Number :
 Destination : Tacloban -Tacloban airport
 Leyte
 Driver will report : RCCRDC Office
 to

 Head of Party: **EDUARDO O. MANGAOANG**

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

 Vehicle Type: RCCRDC TOYOTA HILUX
 Vehicle Plate No.: AU1296

 Requesting party: EDUARDO O. MANGAOANG

 Dispatched:
AMIEL R. ARMADA

 Recommended:
MARLON G. BURLAS

 Professor, Director, Project leader
 Approved: EDUARDO O. MANGAOANG

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?

☐ Yes ☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify) ☐ 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	Driver's OVER ALL RATING
	<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	<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	