VISAYAS
STATE UNIVERSITY

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	April 19, 2023	Trip Number :	
Scheduled Travel Date/s :	April 27, 2023	Destination :	Tacloban City
Departure Time :	2:00 P.M.	Driver will report to :	VSU Apartelle
Purpose :	To conduct to Tacloban City, Airport		

Head of Party: Dr. Claro N. Mingala

Passengers	Department/Office/Center/Project	Contact Number(s)
Dr. Claro N. Mingala	DA Biotech	
	Charged to: VSU DA Biotech (20201050.10.79.1)	

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

Vehicle Type: _____

Vehicle Plate No.: _____

Requesting party: _____
ANABELLA B. TULIN

Project Leader, VSU DA-Biotech Scholarship Program

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?	
☐ Yes	☐ No	☐ Yes (Specify)	☐ No	☐ Yes (Specify)	☐ No	☐ 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** ☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	**Driver's OVER ALL RATING** ☐ 1. - Poor ☐ 2. - Fair ☐ 3. - Good ☐ 4. - Very Good ☐ 5. - Excellent **Comments & Suggestions**
SIGNATURE OVER PRINTED NAME	**Name and Signature**	

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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