



TRIP TICKET

Date Filed	August 1, 2024	Trip Number	:	
Scheduled Travel Date/s	August 5, 2024	Destination	:	
Departure Time	VSU Apartelle - VSU Gym (1:15 P.M.) VSU Gym - VSU Apartelle (5:00 P.M.)	Driver will report to	:	Tacloban City, Airport
Purpose	To fetch and conduct from VSU Apartelle to VSU Gym			

Head of Party: Ms. Wennie Maris Alvaira

Passengers	Department/Office/Center/Project	Contact Number(s)
Wennie Maris Alvaira	DA Biotech	
Sharmaine Lopez		
	Charged to: DA Biotech Scholarship Program (Travel expenses (vehicle rental, etc))	

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

Vehicle Type: PhilRootcrops Hilux Adv. Red

Vehicle Plate No.:

Requesting party:

MA. THERESA P. LORETO

Project Leader, VSU DA Biotech Scholarship Program

Dispatched:

AMIEL P. ARMADA

Maintenance in Charge

Recommended:

MARLON G. BURLAS

Motor Pool Services Head

Approved:

ALAN B. LORETO

(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
	ALNIEL CINCO SIGNATURE OVER PRINTED NAME		MA. THERESA P. LORETO 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.