



TRIP TICKET

Date Filed : March 21, 2024
 Scheduled Travel Date/s : April 8, 2024
 Trip Number :
 Destination : Inopacan, Leyte
 Departure Time : 6:00 a.m. Conduct
 5:00 p.m. Fetch
 Driver will report to :
 Purpose : Conduct and fetch ISRDS, BIDANI and GRC staff re: Benchmarking on knowledge transfer modalities for farming in Inopacan, Leyte.

Head of Party: Lilian B. Nuñez

Passengers	Department/Office/Center/Project	Contact Number(s)
1. GADelima		
2. MJCaparas		
3. MPedullantes		
4. SBGisulga		
5. EAGonzaga,Jr		
6. RAF Dayondon		
7. MBCerna		
8. MATW.Tabada		
9. LJCLor		
10. ABS Hoyla		

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

Vehicle Type: Bus
 Vehicle Plate No.:

Requesting party:
LILIAN B. NUÑEZ
 Director

Dispatched: **AMIEL R. ARMADA**
 Recommended: **MARLON G. BURLAS**
 Approved: **MARIO LILIO P. VALENZONA**
 Maintenance in Charge Head Motor Pool Services (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