



TRIP TICKET

Date Filed: Sept 05, 2022 Trip Number: _____
Scheduled Travel Date/s: Sept 12, 2022 Destination: Ormoc City - VSU
Departure Time: 06PM - 08PM Driver will report to: Ormoc Port
Purpose: Workshop on policy recommendation for Good Agricultural Practices (GAP) in Eastern Visayas

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Dhenber C. Lusanta	Eco-FARMI	
2. Ludivico B. Rabia	ACIAR / Eco-FARMI	09505317996
3. Gideon Niel Tan	DBM	
4. Gracielle Dawn Gamotin	DBM	
5. Hadasha N. Bongat	DBM	
6. Daisy Jean C. Lusanta	ACIAR / DBM	
7.		
8.		
9.		
10.		

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

Vehicle Type: GRANDIA Requesting party: **DHENBER C. LUSANTA**
Vehicle Plate No.: _____ OIC, Director
Dispatched: **AMIEL R. ARMADA** Recommended: **MARLON G. BURLAS** Approved: **DHENBER C. LUSANTA**
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		

ALBERT BANAYAG SIGNATURE OVER PRINTED NAME		Name and Signature	