



TRIP TICKET

Date Filed: May 7, 2024 Trip Number: _____
 Scheduled Travel Date/s: May 8, 2024 Destination: Baybay Leyte
 Departure Time: 8:00am Driver will report to: ECO-FARMI
 Purpose: Purchase supplies and materials

Head of Party: Marejen A. Villaremo

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Marejen A. Villaremo	Eco-FARMI	
2. Jonel Ababat	Eco-FARMI	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: FORD
 Vehicle Plate No.: _____

Requesting party: MAREJEN A. VILLAREMO

Head, MPSC and PPES

Dispatched:
AMIEL R. ARMADA

Recommended:
MARLON G. BURLAS

Approved:
JEROME O. ARRIBADO

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		
	GELBERTO P. VALDEVIESO		
SIGNATURE OVER PRINTED NAME		Name and Signature	