

## 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	i		Dec. 4, 2023		Trip Number :					
Scheduled	d Travel	:					Inopacan, Leyte			
Date/s			Dec. 18, 2023 7:30 a.m.		Driver will report		ISRDS			
Departure	Time	;			to	:				
Purpose		:	GIS t	raining						
Head of Party:	Lilian B	. Nuñ	ez							
Passengers				Department/Office/Cente			r/Project Contact Number(s			Number(s)
1.Du Jamet Pancure				Day OtT						
2.Mc.NJA Caparas				((KIX)						
4.										
5.										
6. 7.										
8.										-
9.										
10.								0		
*For more than	(10) passe	engers,	use sep	parate sheet.				4	/	
Vehicle Type: Requesting party:										
Vehicle Plate No.:										
							0	Dire	ctor	
Dispatched: Approved:										
AMIEL R. ARMADA MARLON G. BURLAS MARIO LILIO P. VALENZON										ENZONA
Maintenance in Charge Hood Motor Pool Services (Director/Center Director/Agency He										Vacuus Hoad)
Maintenance in	Charge	Hea	ad				(Dire	ector/Cer	itel Director/	rgency rieau)
INCTRUCTION	D: D::	-1-11 6	:11 :- 41-:	4 4	D-1		and an o		I - F	
damage, defects					. Drivers are	accountable for	and are r	esponsib	ie tor reportii	ng any venicie
Trip Ticket Issued/Received			Vehicle Condition		Fuel & Lubrica		arture/	Odometer/Mileage Out		
			(Before T	ravel)	Issued/Used	Issued/Used Time Out				
			-	Vehicle Co	ndition	Fuel & Lubrica	nt A	rival/		
Date Returned				(After Travel)		O STATE OF THE PROPERTY OF THE PARTY OF THE		ne In Odometer/Mileage In		
Was the passen	ger/s	Was	there ar	ny purchased	W/aa tha wat	ista investor of in		14/ 46	a contributa con	
following the call time & of fuel/lubrica			ant outside		nicle involved in while in your cus		Was the vehicle used other than official government business?			
location? VSU Ca										
Yes	□No	(Spec		□No	☐ Yes (Spec	cify)	□No	∐Yes	(Specify)	□No
Driver's Na	ame & Si	gnatur	е	Filled in by th	e Head of Par	ty or Requesting	Party			
This vehicle will be used for official government business only. I have				Service Satisfaction			Driver's OVER ALL RATING			
				☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair			
reviewed and complied with rules &				2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good			
regulations regarding the use of Government-Owned Vehicle.				☐ 3. Moderately Satisfied			☐ 5 Excellent			
Government-Owned Verlicie.				☐ 4. Very Satisfied			Comments & Suggestions			
				☐ 5. Extremely Satisfied						
SIGNATURE OVER PRINTED NAME				Name and Signature						

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.