



### TRIP TICKET

Date Filed : November 28, 2023  
Scheduled Travel : November 30, 2023  
Date/s : November 29, 2023  
Departure Time : 7:00am  
Purpose : Site Visit  
Trip Number :  
Destination : Brgy. Mahayag, Merida & Lambert's Farm, Ormoc, Baybay City  
Driver will report to : ECO-FARMI  
Nov. 29, 2023 @ 9:00am - Purchase of Office supplies and materials.

Head of Party: Odelo B. Baldos

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Odelo B. Baldos		
2. Jollivie A. Curay		
3. Herbert S. Rebojo		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: FORD  
Vehicle Plate No.: \_\_\_\_\_

Requesting party: JEROME O. ARRIBADO

Dispatched: AMIEL R. ARMADA

Recommended: MARLON G. BURLAS

Approved: JEROME O. ARRIBADO

Maintenance in Charge

Motor Pool Services Head

Head, MPSO and PPES  
(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.	<b>Service Satisfaction</b> <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		<b>Driver's OVER ALL RATING</b> <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
	<b>Comments &amp; Suggestions</b>		
	GELBERTO P. VALDEVIESO  SIGNATURE OVER PRINTED NAME		
Name and Signature			