

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

Scheduled		:		16-17, 2022		Destination		, Leyte		
Date/s			8:00a	400						
Departure Time : 6:00a			Driver to		will report :	-				
Purpose : To co			nduct teambuilding in Villaba on June 16-17, 2022							
Head of Party:			Maria	Hazel I. Belle	ezas.				0	
Passengers				Department/Office/Cente			er/Project Contact Number(s)			Number(s)
1. Ma. Salome B. Bulayog								•		
2. Ernesto F. Bulayog				DOE						
3. Zyra May H. Centino										
4. Karl John A. Galvez				DOE						
5. Moises Neil V. Serino				DOE						
6. Babylyn C. Lambert				DOE						
7. Carlito O. Suganob				DOE						
8. Anelito C. Pernito					DOE					
9. Ian Dave B. Custodio				DOE						
10. Melody Lyn Basaca				DOE						
*For more than	(10) passe	ngers,	use sep	arate sheet.				/	,	
Vahiala Tunas			Deed		Pogue			le >	- P	
Vehicle Type: Bug				Reque			sting part	THE STATE OF THE S	. 55 53.	
Vehicle Plate I	No.:				MARIA HAZ			A HAZEL	I. BELLEZA	45
								Head, D	oEcon	
Dianatahad:				Recommended: A			pproved:			
Dispatched: R				ecommended. Ap			proveu.			
			-							
Maintenance in Charge Motor Pool Services He						(Director/Center Director/Agency Head)				
INSTRUCTIONS damage, defects	S: Drivers	shall f	ill in this nmediat	part properly.	Drivers are	accountable for	and are	responsible	e for reporting	any vehicle
Trip Ticket Issued/Received			Vehicle Co		Fuel & Lubricant Departure/		Odometer/Mileage Out			
777			(Before Ti	ravel)	Issued/Used Tir		me Out			
Date Returned			Vehicle Condition (After Travel)				Arrival/ Odometer/Mileage II		/Mileage In	
			(After Tre	avei)	Balanced Time In		ime in			
Was the passenger/s Was there an						n accident Was th		e vehicle used other than		
following the call time & of fuel/lubrica				while in your cus			overnment bu			
location?			Campus				,			
Yes	□No	☐ Ye (Spe		□No	☐ Yes (Spec	cify)	□No	Yes (Specify)	□No
Driver's N	ame 2 C									
DIIVELSIN	anie a Si	gnatu	В	Filled in by th	e Head of Part	ty or Requesting	Party			
				Service Satisfaction			Driver's OVER ALL RATING			
This vehicle will be used for official										
government business only. I have				☐ 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				☐ 3. Moderately Satisfied			☐ 5 Excellent			
Government-Owned Vehicle.				_			Comments & Suggestions			
				4. Very Satisfied			Comm	ents a 3	uggestions	
				☐ 5. Extremely Satisfied						
SIGNATURE OVER PRINTED NAME				Name and Signature						
				ranic and Oignature						
	•									

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.

Page 1 of 1 FM-PPO-14 v03 02-28-2022