



### TRIP TICKET

Date Filed: June 1, 2022 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: June 16-17, 2022 Destination: Villaba, Leyte  
 Departure Time: 8:00am Driver will report to: \_\_\_\_\_  
 Purpose: To conduct teambuilding in Villaba on June 16-17, 2022  
 Head of Party: Maria Hazel I. Bellezas.

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Ma. Salome B. Bulayog	DOE	
2. Ernesto F. Bulayog	DOE	
3. Zyra May H. Centino	DOE	
4. Karl John A. Galvez	DOE	
5. Moises Neil V. Serino	DOE	
6. Babylyn C. Lambert	DOE	
7. Carlito O. Suanob	DOE	
8. Anelito C. Pernito	DOE	
9. Ian Dave B. Custodio	DOE	
10. Melody Lyn Basaca	DOE	

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

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

Requesting party: MARIA HAZEL I. BELLEZAS

Head, DoEcon

Dispatched: \_\_\_\_\_ Recommended: \_\_\_\_\_ Approved: \_\_\_\_\_

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.	<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> _____ _____ _____
	SIGNATURE OVER PRINTED NAME		Name and Signature