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

VISAYAS
STATE UNIVERSITY

TRIP TICKET

Date Filed	August 9, 2022	Trip Number	:
Scheduled Travel Date/s	: August 11, 2022	Destination	: Zone 23 Baybay City, Leyte
Departure Time	: 7:00 pm	Driver will report to	:
Purpose	: To ferry VSU employees to Baybay City proper and back to VSU		

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: _____

Vehicle Plate No.: _____

Requesting party _____
MARIA TERESA A. CRUZ
(Position)

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?	
☐ Yes	☐ No	☐ Yes (Specify)	☐ No	☐ Yes (Specify)	☐ No	☐ Yes (Specify)	☐ 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** ☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied ☐ 5. Extremely Satisfied	**Driver's OVER ALL RATING** ☐ 1. - Poor ☐ 2. - Fair ☐ 3. - Good ☐ 4. - Very Good ☐ 5. - Excellent **Comments & Suggestions**
SIGNATURE OVER PRINTED NAME	**Name and Signature**	

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: 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
No.