

## 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		May 24, 2								
		May 25, 2	May 25, 2023		Destination :		AO, Ormoc City			
Date/s 6:00am			Driver will							
Departure Time : 0.00am			Driver will report to			CO-FAR				
Purpose : Meeting with the Head of CAO, Ormoc City										
Head of Party: DHENBER C. LUSANTA										
Passengers			Department/Office/Cente			r/Project Contact Number(s)			Number(s)	
<ol> <li>DHENBER C. LUSANTA</li> </ol>										
2. GIDE 3.	ON NIEL	TAN								
4.										
5.										
6. 7.										
8.										
9.										
10.										
*For more than (10) passengers, use separate sheet.										
Vehicle Type: FORD RANGER Requesting party: OHENBER LUCANTA										
Vehicle Plate No.: JEROME O. ARRIEADO										
Dispatched: Recommended: Approved: AMIEL R. ARMADA MARLON G. BURLAS JEROME								O. ARRIB	ADO	
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 Odome		/Mileage Out	
			Vahiala Candition		Fuel & Lubric	ant A	rrival/			
Date Returned			Vehicle Condition (After Travel)		Balanced		ime In	Odometer/Mileage In		
following the call time & of fuel/lubric			ant outside or damaged		nicle involved in accid		Was the vehicle used other than official government business?			
location?	□No	VSU Campus	□No	☐ Yes (Spec	cify)	□No	☐ Yes (	Specify)	□No	
Driver's N		(Specify) gnature	Fills Advisor			n Dorto				
Filled in by the Head of Party of Requesting Party										
This yehiole w	ill bo use	d for official	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 Government-Owned Vehicle.			☐ 3. Moderately Satisfied			☐ 5 Excellent				
Government-Owned Venicle.			4. Very Satisfied			Comm	ents & S	uggestions	3	
OF LOFERTO S. VALUE - SECO			5. Extremely Satisfied							
GELBERTO P. VALDEVIESO										
			N							
SIGNATURE OVER PRINTED NAME			Name and Signature							
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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.

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