



TRIP TICKET

Date Filed: July 21, 2023 Trip Number: _____
 Scheduled Travel: July 24, 2023 Destination: Baybay City
 Date/s: July 25, 2023
 Departure Time: 1:00 pm Driver will report to: ISRDS
 10:00 am
 Purpose: Conduct BIDANI staff to Baybay City Hall (7/24/23) & Conduct BIDANI staff to Groove FM radio station in Baybay City. (7/25/23)

Head of Party: Lilian B. Nuñez

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Saloma B. Gisulga	BIDANI, ISRDS	
2. Melodina P. Edullantes	BIDANI, ISRDS	
3. Randy G. Omega	DCHM	
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party:
LILIAN B. NUÑEZ
 Director

Dispatched:
AMIEL R. ARMADA

Recommended:
MARLON G. BURLAS

Approved:
MARIO LILIO P. VALENZONA

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.	Service Satisfaction <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		Driver's OVER ALL RATING <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
			Comments & Suggestions
	SIGNATURE OVER PRINTED NAME		Name and Signature