



TRIP TICKET

Date Filed: May 07, 2023 Trip Number: _____
 Scheduled Travel Date/s: May 11-12, 2023 Destination: Southern Leyte
 Departure Time: 4:00 PM Driver will report to: Department of Agronomy
 Purpose: Team Building Activity at Macrohon, Southern Leyte.

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Department of Agronomy Faculty and staff	Department of Agronomy	563-600 local 1013
2		
3		
4		

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

Vehicle Type: Bus Requesting party: _____
 Vehicle Plate No.: _____ **RUTH O. ESCASINAS**
 Head, DA

Dispatched: _____ Recommended: _____ Approved: _____
AMIEL R. ARMADA **MARLON G. BURLAS** **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		
ANDREO P. VILLOCINO			
SIGNATURE OVER PRINTED NAME	Name and Signature		