

PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

| Date Filed | H | Novembe | er 27, 2024 | Trip N | lumber : | | | | | |
|--|--------------------|---|----------------------------------|---|----------------------------|---|-------------------------|----------------------|---------------|--|
| Scheduled | d | Decembe | er 13, 2024 | | | Department of Agronomy to | | |) | |
| Travel Date/s | | | | _ Destination : | | Baybay City, Leyte | | | | |
| Departure |) | 8:00 am | | Driver | | eport Department o | | f Agronomy | | |
| Time | | To nursh | ass importan | to important goods and supplies for the | | Department of Agrenomy | | | | |
| Purpose | • | 10 purch | ase importan | it goods and | supplies for the | Departi | Herit of A | Agronomy. | | |
| Head of Party | : | Mary Ann | L. Maskariñ | 0 | | | | | | |
| F | Passengers | | | Department/Office/Cente | | | | Contact Number(s) | | |
| DA faculty and Staff | | | Department of Agronomy | | | | | 5656 0600 Local 1013 | | |
| 2. 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |
| *For more than | (10) passe | engers, use set | parate sheet. | | | | | | | |
| Vehicle Type: | | | | Reque | | | sting party: | | | |
| Vehicle Plate | Vehicle Plate No.: | | | | | | LUZ G | . ASIO | | |
| | | | | | | | Head | I, DA | | |
| D: | | | | | Apr | proved: | | | | |
| Dispatched: | | | Recommend | Recommended: | | | | | | |
| MARVIN | M. LAO | | AMIEL R. ARMADA | | | MARLON G. BURLAS | | | | |
| In-Charge, Disp | patching | Motor | Pool Services | , OIC, Head | | (Dire | ector/Cen | ter Director/A | gency Head) | |
| | | | | | | | | | | |
| | | | | . Drivers are | accountable for | and are r | esponsibi | le for reporting | g any vehicle | |
| damage, defect | | 500000000000000000000000000000000000000 | Vehicle Condition Fuel & Lubrica | | | ant Departure/ | | | | |
| Trip Ticket Issued/Received | | | (Before Travel) | | Issued/Used | | Time Out Odometer/Milea | | Mileage Out | |
| | | | | | | | | | | |
| Date Returned | | | Vehicle Condition (After Travel) | | Fuel & Lubrica Balanced | | rival/ me In | Odometer/Mileage In | | |
| | | | (Allei III | avei) | Balanceu | 111 | ile ili | | 1 | |
| \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | | 14/22 //22 22 | | | | | | <u> </u> | | |
| Was the passenger/s Was there a following the call time & of fuel/lubric | | ant outside Was the ver | | nicle involved in | | Was the vehicle used other than official government business? | | | | |
| location? VSU Camp | | VSU Campu | is? or damage | | while in your cus | stody? | omciai | | | |
| □Yes | □No | ☐ Yes (Specify) | □No | ☐ Yes (Spe | cify) | □No | ☐Yes | (Specify) | □No | |
| Driver's N | lama & Si | | | | | | | | | |
| Dilversiv | arrie & Si | griature | Filled in by th | ne Head of Par | ty or Requesting | Party | | | | |
| | | | Service Satisfaction | | | Driver's OVER ALL RATING | | | | |
| This vehicle will be used for official | | | ☐ 1. Not Satisfied | | | ☐ 1 Poor ☐ 2 Fair | | | | |
| government business only. I have reviewed and complied with rules & | | | ☐ 2. Slightly Satisfied | | | □ 3 Good □ 4 Very Good | | | | |
| regulations regarding the use of | | | ☐ 3. Moderately Satisfied | | | 5 Excellent | | | | |
| Government-Owned Vehicle. | | | 4. Very Satisfied | | | Comments & Suggestions | | | | |
| Government-Ov | wned Vehic | He. | TIA Van | | | | | | | |
| Government-Ov | wned Vehic | ле. | | | ч | Commi | | 9900 | | |
| Government-Ov | wned Vehic | ie. | | mely Satisfie | d | Commi | | 990000 | | |
| Government-Ov | wned Vehic | ле. | | | d | Commi | | | | |
| | | | ☐ 5. Extre | mely Satisfie | | Commi | | | | |
| SIGNATURE C | | | ☐ 5. Extre | | | Commi | | | | |

Vision:

A globally competitive university for science, technology, and environmental

Mission:

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Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.