



## TRIP TICKET

Date Filed November 27, 2024 Trip Number : \_\_\_\_\_  
 Scheduled December 13, 2024 Destination : Department of Agronomy to  
 Travel Date/s : \_\_\_\_\_ Baybay City, Leyte  
 Departure 8:00 am Driver will report : Department of Agronomy  
 Time : \_\_\_\_\_ to : \_\_\_\_\_  
 Purpose : To purchase important goods and supplies for the Department of Agronomy.

 Head of Party: Mary Ann L. Maskariño

Passengers	Department/Office/Center/Project	Contact Number(s)
1. DA faculty and Staff	Department of Agronomy	5656 0600 Local 1013
2.		
3.		
4.		
5.		
6.		

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

Vehicle Type: \_\_\_\_\_ Requesting party: LUZ G. ASIO  
 Vehicle Plate No.: \_\_\_\_\_ Head, DA

Dispatched: MARVIN M. LAO Recommended: AMIEL R. ARMADA Approved: MARLON G. BURLAS  
 In-Charge, Dispatching Motor Pool Services, OIC, 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.	<b>Service Satisfaction</b> <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	<b>Driver's OVER ALL RATING</b> <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	
		<b>Comments &amp; Suggestions</b>	
	<b>SIGNATURE OVER PRINTED NAME</b>	<b>Name and Signature</b>	