

Data Filad

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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TRIP TICKET

Scheduled Travel Date/s Departure Time
Departure Time Purpose Purpose To conduct orientation & reorientation on BIDANI. Lilian B. Nuñez Passengers Department/Office/Center/Project Contact Number(s) 1. LBNuñez ISRDS 2. SBGisulga SRDS-BIDANI 3. RGOmega DTHM 4. MPEdullantes ISRDS-BIDANI 5. 6. 7. 8. 9. 10. "For more than (10) passengers, use separate sheet. Vehicle Type: Vehicle Plate No.: Requesting party: Vehicle Plate No.: LILIAN B. NUÑEZ Director Dispatched: 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) Date Returned Was the passenger/s Was the vehicle involved in accident Was the vehicle used other thar
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☐ Yes ☐ No ☐ Yes (Specify) ☐ No ☐ Yes (Specify) ☐ No ☐ Yes (Specify) ☐ No
Driver's Name & Signature
Filled in by the Head of Party or Requesting Party
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
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Vision: Mission: