



### TRIP TICKET

Date Filed: Dec. 01, 2022 Trip Number: \_\_\_\_\_  
Scheduled Travel Date/s: Dec. 09, 2022 Destination: Brgy. Kagumay, Baybay City, Leyte  
Departure Time: 8:30 AM Driver will report to: Visca, Lower Guard Post  
Purpose: Orientation with the members of the BDRRM committee of Brgy. Kagumay, Baybay City, Leyte.

Head of Party: **GINA A. DELIMA**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Gina Delima	ISRDS	09123335294
2. Daniel Leslie Tan	OVPAP/Rootcrops	
3. Analyn Regina	OGS	09562296685
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: \_\_\_\_\_  
Vehicle Plate No.: \_\_\_\_\_

Requesting party:

*Gina Delima*

**GINA A. DELIMA**

(Study Leader)

Dispatched:

**AMIEL R. ARMADA**

Maintenance in Charge

Recommended:

**MARLON G. BURLAS**

Motor Pool Services Head

Approved:

**MARIO LILIO P. VALENZONA**

(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>SIGNATURE OVER PRINTED NAME</b> <div style="text-align: center;">   <b>GINA A. DELIMA</b>            Name and Signature         </div>		<b>Comments &amp; Suggestions</b>  

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.