



## TRIP TICKET

Date Filed : May 23, 2024  
 Scheduled Travel Date/s : May 24-31, 2024 Destination : VSU-Caridad and Baybay City  
 Departure Time : 08:00 AM Driver will report to : Department of Agronomy  
 Purpose : To conduct field visit and immediate purchase of supplies.

Head of Party:

| Passengers      | Department/Office/Center/Project | Contact Number(s)  |
|-----------------|----------------------------------|--------------------|
| Seednet Laborer | Department of Agronomy           | 565-600 local 1013 |
|                 |                                  |                    |
|                 |                                  |                    |

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

Vehicle Type: Green Hilux  
 Vehicle Plate No.:  

Requesting party: ED ALLAN L. ALCOBER  
 DA Faculty

Dispatched: AMIEL R. ARMADA Recommended: MARLON G. BURLAS Approved: 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. | <b>Service Satisfaction</b><br><input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied | <b>Driver's OVER ALL RATING</b><br><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair<br><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good<br><input type="checkbox"/> 5. - Excellent |  |
|   | <b>Comments &amp; Suggestions</b>   |   |  |
|   | SIGNATURE OVER PRINTED NAME   |   |  |
| Name and Signature  |   |   |  |

**Vision:** A globally competitive university for science, technology, and environmental conservation.

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