



TRIP TICKET

Date Filed: March 16, 2022 Trip Number: _____
 Scheduled Travel Date/s: March 18, 2022 Destination: Matalum, Leyte
 Departure Time: 5:00 AM Driver will report to: Apartelle
 Purpose: To conduct and fetch Ambassador Antoinette Taus & Co., RCCRDC Director and Staff

Head of Party: **EDUARDO O. MANGAOANG**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Antoinette Taus	CORA Inc.	
2. Angelica De Castro	CORA Inc.	
3. Tom Taus	CORA Inc.	
4. Rene Jemmar Alkuino	RCCRDC	
5. Merlin Lebante	RCCRDC	
6. Redeem Sosmeña	RCCRDC	
7. Adriano Napire		
8. Alfredo Plapendo		
9. Joven Bengalan		
10. Nolito Rabanos		

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

Vehicle Type: VSU White Bus
 Vehicle Plate No.: _____

Requesting party: EDUARDO O. MANGAOANG

Professor, Director, Project leader

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.	Service Satisfaction <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	Driver's OVER ALL RATING <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 Comments & Suggestions
SIGNATURE OVER PRINTED NAME	Name and Signature	