



TRIP TICKET

Date Filed: May 8, 2025 Trip Number: _____
 Scheduled Travel Date/s: May 30 - June 1, 2025 Destination: Ormoc City
 Departure Time: 8:00am May 30 Driver will report to: Guard Post No. 1
10:30 am June 1
 Purpose: Conduct and fetch ISRDS/BIDANI staff & company at Ormoc wharf re:
 Head of Party: LBNuñez Benchmarking on local governance in potential LGU partners for BIDANI
Implementation in Camotes Island.

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Lilian B. Nuñez		
2. Elia Maury CJadina		
3. Melodina P. Edullantes		
4. Mizael B. Cerna		
5. Ernesto A. Gonzaga, Jr.		
6. Rhea Angelie F. Dayondon		
7. Pascual M. Dayondon III		
8. Anna Mor M. Ajoc		
9. Anna Bea Hoyla		
10. Carl Ambroos Hoyla		

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: LILIAN B. NUÑEZ
 Director

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.	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