

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

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TRIP TICKET

Date Filed		March 24, 2	2022	Trip Number :								
Scheduled Travel Date/s Departure Time		Manual O. C	000	Destination Driver will re		nation :		Hilongos, Leyte				
		March 24, 2	022				11.112					
		1:00 P.M.				port : IHK						
Purpose	sed clothing for IHK Community Outreach program at San Ricardo							Ricardo, So, L	.eyte			
Head of Par	ty:	Mr. Christ										
	Passenge	ere			Denartment/	Office	/Cente	r/Projec	t	Contact N	lumber(s)	
Passengers 1. 2 PASSENGERS				Department/Office/Cente					in roject			
1. 2 PASSENGERS 2.			Ilistitute of Human Kill					Clico		303-733	5/1040	
3.												
4.												
5.												
6.												
7.												
8.												
9. 10.			_									
*For more tha	n (10) nassa	ngers use se	narate :	sheet	ì							
			parato				_			h (1		
Vehicle Type		VSU					Reques	sting part	/	1) mol		
Vehicle Plate	e No.:								C 70 100 100 100 100 100 100 100 100 100	S'B. LIMBO)	
									Direc	tor, IHK		
Dispatched:			Recon	Recommended: Apr				proved:				
Disputoriou.			110001	imiona					RIO I II	IO P. VALEN	IZONA	
							_		0 (000)		200	
Maintenance	in Charge		Motor	Pool Ser	vices Head			(DIF	ector/Ceni	ter Director/Ag	ency nead)	
INSTRUCTIO damage, defe			ately		Drivers are					e for reporting	any vehicle	
Trip Ticket Issued/Received			Vehicle Condition (Before Travel)			Fuel & Lubrica Issued/Used		The state of the s		Odometer/Mileage Out		
				Vehicle Condition			Fuel & Lubrican		rrival/			
Date Returned			(After Travel)					ime In Odometer/Mileage In				
				(7.11.0.7)								
Was the pass	enger/s	Was there	any purc	chased	Was the veh	iolo inve	had in	aggidant	Mas the	n vehicle use	d other than	
following the call time & of fuel/lubrica				ant outside			while in your custo		Was the vehicle used other than official government business?			
location?		VSU Campus?				_						
Yes	□ No	Yes (Specify)		□ No	Yes (Specify)		□No	☐ Yes (Specify)		□No		
Driver's	Name & Si		F:0	Filled in by the Head of Party or Requesting Party								
			Filled	•			questing					
This vehicle will be used for official				Service Satisfaction					Driver's OVER ALL RATING			
government	☐ 1. Not Satisfied				☐ 1 Poor ☐ 2 Fair							
government business only. I have reviewed and complied with rules &								☐ 3 Good ☐ 4 Very Good				
regulations							☐ 5 Excellent					
Government-	П	_					Comments & Suggestions					
				4. Very Satisfied				Comments a Suggestions				
				5. Extremely Satisfied								
SIGNATURE OVER PRINTED NAME				Name and Signature								
	15				5000							

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.

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