

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Scheduled Travel April 1 Date/s		April 17, 2 April 19-2		Destination : A		Apr	April 19, 2023 – Tacloban airport April 20, 2023 - Carigara PCC, VSU, Visca, Baybay City			
Departure Time : 6.00a		: -0.00am		Driver will report : P			0, 400	, visca,	Daybay Oit	
Purpose		: To condu	ct guest for F	FLS graduation.						
Head of Party:	FRANCI	SCO G GAR	UNADA JR							
	assenge		Department/Office/Cente			nter/l	er/Project Contact Number(s)			
1.	3		·							
2.										
3. 4.										
5.										
6.										
7.										
8.										
9.										
10. *For more than (10) passei	ngers use sen	arate sheet							
0.5	, o, passo,	70 1 2						NGIN:		
Vehicle Type: ACIAR GRANDIA Requesting party: Vehicle Plate No.: FRANCISCO G. GABUNADA, JR.										A 1D
Vehicle Plate	No.:					FH	KANCIS	SCO G. C	SABUNADA	A, JR.
							He	ad, MPSC	and PPES	
Dispatched: Recommended: Ap							proved:			
AMIEL R. A	RMADA		MARLO	N G. BURLA	S		DHENBER C. LUSANTA			
Maintenance in Charge Motor Pool Services Head							(Director/Center Director/Agency Head)			
mantonano m	g									
INSTRUCTIONS	. Drivers	chall fill in this	nart property	Drivers are	accountable	for ar	nd are r	esnonsihli	e for reportir	ng any vehicle
damage, defects				Directo dio	accountable	101 01	10 010 1	0000000		ig any comore
Trip Ticket Issued/Received			Vehicle Condition		Fuel & Lubricant		t Departure/ Time Out		Odometer/Mileage Out	
			(Before Travel)		Issued/Used		Time Out			
			Vehicle Condition		Fuel & Lubricant		nt Arrival/			
Date Returned			(After Travel)		Balanced		Time In		Odometer/Mileage In	
Was the passen	ner/s	Was there ar	ny purchased				172 2	(a) (a) (b)		
following the call time & of fuel/lubi			ant outside	icle involved in a while in your cust				e vehicle used other than overnment business?		
Пу		VSU Campus								T
□Yes	□No	(Specify)	□No	Yes (Spe	cify)	L	□No	☐ Yes (Specify)	□No
Driver's Na	ame & Si	gnature	Filled in by th	ne Head of Par	rty or Reques	sting P	arty			
	C HALL AS C		Sai	vice Satisfa	ction		Dr	iver's O	VER ALL F	PATING
This vehicle will be used for official						-				
government but			1. Not Satisfied				☐ 1 Poor ☐ 2 Fair			
reviewed and o			2. Slightly Satisfied				☐ 3 Good ☐ 4 Very Good			
regulations reg							☐ 5 Excellent			
GOVERNMENT-OW	nou vonno		☐ 4. Very Satisfied			(Comments & Suggestions			
			☐ 5. Extremely Satisfied							
ALBEN	r nasi	AVAC								
ALBERT					antur-					
SIGNATURE O	VER PRIN	HED NAME	Name and Signature							

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.

Page 1 of 1 FM-PPO-14 v03 02-28-2022 No.