



TRIP TICKET

Date Filed: July 11, 2022 Trip Number: _____
 Scheduled Travel Date/s: July 13, 2022 Destination: Baybay City, Leyte
 Departure Time: 8:00am Driver will report to: Eco-FARMI

Purpose: Monitor Farmers Association who participated the training on Biofertilizer production and Natural Farming Inputs and coordinate with MAGPANGUAPA Barangays to discuss the continuation of the extension activities which was ended because of the pandemic.
 Head of Party: _____

| Passengers | Department/Office/Center/Project | Contact Number(s) |
|-----------------------|----------------------------------|-------------------|
| 1. Jerome O. Arribado | Eco-FARMI | |
| 2. Odelo B. Baldos | Eco-FARMI | |
| 3. Jollivie A. Curay | Eco-FARMI | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

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

Vehicle Type: Ford
 Vehicle Plate No.: _____

Requesting party: JEROME O. ARRIBADO

Project Leader, TP.UF.009 Project

Dispatched:
AMIEL R. ARMADA

Recommended:
MARLON G. BURLAS

Approved:
DHENBER C. LUSANTA

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 | |