



TRIP TICKET

Date Filed : Dec. 7, 2021 Trip Number :
Scheduled Travel : Dec. 14, 2021, Destination : Public Cemetery of Brgy.
Date/s : Tuesday Caridad, Baybay City
Departure Time : 9:00 am Driver will report to : Brgy. Marcos Chapel
Purpose : Burial purposes (To dispatch attendees for burial)

Head of Party: Alex P. Bagarinao

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: _____

Vehicle Plate No.: _____

Requesting party: _____

ALEX P. BAGARINAO

Admin. Aide II, OHRA

Dispatched by: _____

Approved by: _____

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?

☐ Yes ☐ No

Was there any purchased
of fuel/lubricant outside
VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in
accident or damaged while in
your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than
official government business?

☐ Yes (Specify) ☐ 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	Driver's OVER ALL RATING
	<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	<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	