



TRIP TICKET

Date Filed : May 30, 2022 Trip Number : _____
 Scheduled Travel Date/s : June 03, 2022 Destination : Cabintan Ormoc City
 Departure Time : 6:00 AM Driver will report to : PNB near Technomart (Highway)
 Purpose : To conduct DSS staff to Cabintan Ormoc City for a one day teambuilding.
 Head of Party : Dr. Suzette B. Lina

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Dr. Deejay Lumanao	DSS	1036
2. Mr. Medardo Magdadaro	-do-	
3. Mr. Kenneth Oraiz	-do-	
4. Mr. Mark Anthony Barbadillo	-do-	
5. Ms. Mae Ann Bravo	-do-	
6. Ms. Lilibeth Manla	-do-	
7. Ms. Nikka Faye Mauris Asencion	-do-	
8. Ms. Sheila Galvez	-do-	
9. Ms. Joserose Capricho	-do-	
10.		

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: SUZETTE B. LINA
 (Position)

Dispatched: _____ Recommended: _____ Approved: _____
 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	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

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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