



### TRIP TICKET

Date Filed November 10, 2022 Trip Number : \_\_\_\_\_  
Scheduled Travel November 16, 2022 Destination : Dulag, Julita, Burauen, Leyte  
Date/s : \_\_\_\_\_  
Departure Time : 6:00 AM Driver will report to : Maria Robelyn A. Insik  
Purpose : Courtesy Call/Meeting with respective LGUs and reconnaissance (on-site) survey of the sampling sites

Head of Party: Maria Robelyn A. Insik

Passengers	Department/Office/Center/Project	Contact Number(s)
MARIA ROBelyn A. INSIK	DOPAC	09179640037
ATOZ A. VASQUEZ	DOPAC	
JAILENN JANNARAIN	DOPAC	09124475153
RHEA MEL GARCIA	DOPAC	09096621551
IVY GWEN T. PAGUIA	DOPAC	09612402005
FREZEIL ROCHE	DOPAC	09195979840
MARIA CRESCCELIA JOY YARE	DOPAC	09394069191
DONNA RAMADA	DOPAC	09169116873
AUBREY ARCILLAS	DOPAC	09208278347
MARCELINO SACAY	DOPAC	09463866739

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

Vehicle Type: \_\_\_\_\_ Requesting party: Maria Robelyn A. Insik  
Vehicle Plate No.: \_\_\_\_\_

Dispatched: AMIELR. ARMADA Recommended: MARLON G. BURLAS Approved: MARIO LILIO VALENZONA  
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.	<b>Service Satisfaction</b> <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	<b>Driver's OVER ALL RATING</b> <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
	<b>Comments &amp; Suggestions</b>	
SIGNATURE OVER PRINTED NAME	Name and Signature	