



### TRIP TICKET

Date Filed: March 22, 2022 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: March 30, 2022 Destination: Tacloban, Leyte  
 Departure Time: 11:00am Driver will report to: Eco-FARMI  
 Purpose: Courtesy call to UPLB and conduct benchmarking activities at Gourmet Farm, Tagaytay

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. <u>Dhenber C. Lusanta</u>	<u>Eco-FARMI</u>	
2. <u>Ludivico Rabia</u>	<u>Eco-FARMI</u>	
3. <u>Hadasha Bongat</u>		
4. <u>Gracielle Dawn Gamotin</u>		
5. <u>Daisy Jean Lusanta</u>		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: Grandia

Vehicle Plate No.: \_\_\_\_\_

Dispatched by: MARLON BURLAS  
 Motor Pool Services Head

Requesting party: DHENBER C. LUSANTA  
 Project Leader

Approved by: ZENAIDA C. GONZAGA  
 (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

<b>Driver's Name &amp; Signature</b>		<b>Filled in by the Head of Party or Requesting Party</b>	
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>		
	_____		
<b>SIGNATURE OVER PRINTED NAME</b> ALBERTO BANAYAG		<b>Name and Signature</b> _____	