

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

| | | July 4, 2 | | Trip Number : _ | | | | | | | |
|---|---|-------------------------------|---|---|------------------|--|---|--|---------------|--|--|
| Scheduled Travel Date/s | | | July 4-7, 2023 to | | Destination | | VSU Campus | | | | |
| | | July 6-1 | July 6-10, 2023 | | | | (please see attached itinerary) Zea mays Men's Hall & Gumamela | | | | |
| Departure T | ime | 8:00 A.I | VI. | Driver will report to : - | | Dormitory | | | | | |
| Purpose | | : To fetch | To fetch and conduct PSHS-SIP students from dormitories to VSU upper campus | | | | | | | | |
| Head of Party: | | Dr. Ma. | Dr. Ma. Theresa P. Loreto | | | | | | | | |
| | assenge | ers | Department/Office/Cente | | | r/Projec | t | Contact Number(s) | | | |
| 30 PSHS-SIP | students | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | , , , | | | | | | | | |
| | | | Charged to: ISS 65 - PhilSci Internship | | | | | | | | |
| *For more than | (10) passe | naers, use sen | arate sheet. | | | | | | | | |
| Vehicle Type: | , | | | | Reque | sting part | v | Hash | | | |
| Vehicle Plate I | No.: | | *************************************** | | _ reque | 70.0 | HERESA | P. LORET | O | | |
| | | | | | | | Dean, | CAS | | | |
| Dispatched: | | į | Recommended: Ap | | | pproved: | | | | | |
| Maintenance in | Charge | <u> </u> | Motor Pool Ser | vices Head | | (Dire | ector/Cent | er Director/Aç | gency Head) | | |
| INSTRUCTIONS | | | | Drivers are | accountable for | and are i | esponsible | e for reportin | g any vehicle | | |
| Trip Ticket Issued/Received | | | Vehicle Condition | | Fuel & Lubrica | and the second s | | Odometer/Mileage Out | | | |
| The floket issued/Necewed | | | (Before Travel) | | Issued/Used | d Time Out | | | | | |
| Date Returned | | | Vehicle Condition | | Fuel & Lubrica | | rrival/ | Odometer/Mileage In | | | |
| Date Notamou | | | (After Travel) | | Balanced | | Time In Odometer/Willes | | | | |
| Was the passen | ger/s | Was there an | ny purchased | Man the web | iolo involved in | anaidant | Man the | , vahiala vas | d other than | | |
| following the call time & of fuel/lubric location? VSU Camp | | of fuel/lubrica VSU Campus | ant outside | Was the vehicle involved in or damaged while in your cus | | The second secon | | e vehicle used other than government business? | | | |
| ☐Yes | □No | Yes (Specify) | □No | ☐ Yes (Spec | cify) | □No | ☐ Yes (| Specify) | □No | | |
| Driver's N | ame & Si | gnature | Filled in by th | ne Head of Par | ty or Requesting | Party | | | | | |
| This vehicle w | ill be use | d for official | Service Satisfaction | | | Driver's OVER ALL RATING | | | | | |
| government bu | | | ☐ 1. Not S | | | ☐ 1 Poor | | ☐ 2 Fair | | | |
| reviewed and complied with rules & regulations regarding the use of | | | ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied | | | ☐ 3 Good — ☐ 4 Very Good ☐ 5 Excellent | | | | | |
| Government-Ov | | | ☐ 4. Very Satisfied | | | Comments & Suggestions | | | | | |
| | | | ☐ 5. Extremely Satisfied | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| SIGNATURE OVER PRINTED NAME | | | Name and Signature | | | | | | | | |

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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No.



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TRIP TICKET

| Date Filed | | | July 4, 2023 July 4-7, 2023 to | | Trip Number : _ | | | | on the contract of the contrac |
|--|---------------------------------------|--|--|--|--|---|-------------------------------|--|--|
| Scrieduled Travel . ———— | | 0, 2023 | Destination | | VSU Campus (please see attached itinerary) | | | | |
| Departure Time | e | 8:00 A.M | И. | Driver will report to | | Zea mays Men's Hall & Gumamela Dormitory | | | |
| Purpose | | : To fetch | and conduct | ct PSHS-SIP students from dormitories to VSU | | | | J upper cam | pus |
| Head of Party: | | Dr. Ma. | Theresa P. I | _oreto | | | | | |
| | senge | rs | Department/Office/Cente | | | r/Project | | Contact Number(s) | |
| 30 PSHS-SIP stu | dents | | | | | | | | |
| nonement and the second second second second | | | | | | | | | |
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| | · · · · · · · · · · · · · · · · · · · | · · · · · · · · · · · · · · · · · · · | Charged | to: ISS 65 - Phi | ISci Internship | | | | |
| *For more than (10) |) passer | gers, use sep | arate sheet. | | | | | | |
| Vehicle Type: | | | | | Reque | sting part | v: 📆 | telacto | |
| Vehicle Plate No. | : | | | | | 100 101 | HERESA | P. LORET | 0 |
| | | 2 | , | | | | Dean, | CAS | |
| Dispatched: | | F | Recommende | ed: | Ap | pproved: | | | |
| | | | | | | | | | |
| Maintenance in Cha | arge | h | Motor Pool Ser | vices Head | | (Dire | ector/Cent | er Director/Ag | ency Head) |
| INSTRUCTIONS: L damage, defects an | | | ely | | | | | e for reporting | g any vehicle |
| Trip Ticket Issued/Received | | | Vehicle Co (Before Ti | | | | ne Out | Odometer/Mileage Out | |
| Date Returned | | | Vehicle Condition (After Travel) | | The state of the s | | rrival/ me In Odometer/Mileag | | /Mileage In |
| | | | | • | | | | | |
| following the call time & of fuel/lul | | Was there and of fuel/lubrication VSU Campus | nnt outside | Was the vehicle involved in or damaged while in your cus | | | | e vehicle used other than government business? | |
| □Yes□□ |] No | Yes (Specify) | □No | ☐ Yes (Spec | cify) | □ No □ Yes (Specify) □ | | □No | |
| Driver's Nam | ie & Sig | | Filled in by th | e Head of Par | ty or Requesting | g Party | | | |
| This vehicle will b | be used | for official | Ser | Driver's OVER ALL RATING | | | | | |
| government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle. | | | ☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied | | | ☐ 1 Poor ☐ 2 Fair ☐ 3 Good ☐ 4 Very Good | | | |
| | | | | | | | | | |
| | | | | | | | | | 5. Extremely Satisfied |
| | | | | | | | | | |
| | | | | | | | | | |
| | | la- | | | | | | | |
| SIGNATURE OVER PRINTED NAME | | | Name and Signature | | | | | | |

Vision: Mission: