

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

Date Filed Scheduled Travel Date/s			13, 2023	Trip No	umber :				
		: March	16, 2023	Destination :		Hilongos Leyte			
		11:00	a m	Driver will report		ISRDS			
Departure	Departure Time :		to		will report :				
Purpose : BIDANI orientation and Training									
Head of Party: Lilian B. Nuñez									
Passengers			Department/Office/Cente			er/Project Contact Number(s)			Number(s)
Saloma B. Gisulga				BIDANI, ISRDS					
Melodina P. Edullantes			BIDANI, ISRDS						
Randy G. Omega			DCHM						
Ian Dave Custodio			DoE						
Merry Jean A. Caparas			ISRDS						
6.									
7. 8.									
9.									
10.									
*For more than	(10) passe	ngers, use sep	arate sheet.				0	/	
Vehicle Type: Requesting party: Whicle Plate No.:									
venicie Plate	NO.:					٠ ـ			
							Direc	ctor	
Dispatched: Recommended: Approved:									
AMIEL R. ARMADA MARLON G. BURLAS							RIO LILI	O P. VALE	NZONA
Maintenance in Charge Motor Pool Services Head (Director/Center Director/Agency Head)									
maintained in charge indicate of controls from (billioning billioning billion									
INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately									
			Vehicle Condition				parture/		
Trip Ticket Issued/Received			(Before Travel)		Issued/Used T		ne Out	Odometer/willedge Odt	
Date Returned			Vehicle Condition (After Travel)		The state of the s		rrival/ ime In	Odometer/Mileage In	
			(Alter Traver)		Dalanceu		iiic iii	-	
Was the passer			y purchased Was the vehicle involved in			accident	Was the	vehicle use	ed other than
following the call time & of fuel/lubrical location? VSU Campus						stody?	official g	overnment business?	
□Yes □No □Yes		□No □Yes (Spec		eify) 🗆 No		Yes (Specify) No		Пио	
La Tes		(Specify)		ш тез (орее	y)			Орсону	
Driver's N	ame & Si	gnature	Filled in by th	e Head of Part	v or Requesting	Party			
			Filled in by the Head of Party or Requesting						
This vehicle will be used for official government business only. I have reviewed and complied with rules &			Service Satisfaction			Driver's OVER ALL RATING			
			☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair			
			☐ 2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good			
regulations regarding the use of			☐ 3. Moderately Satisfied			☐ 5 Excellent			
Government-Owned Vehicle.						Comments & Suggestions			
			4. Very Satisfied			Commi	ents or 3	uggesuons	•
			5. Extremely Satisfied						
SIGNATURE C	VER PRI	NTED 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.