



TRIP TICKET

Date Filed: September 30, 2022
Scheduled Travel Date/s: October 04-06, 2022
Departure Time: 5:00 AM
Purpose: To pick-up visitor from IRRI for visiting Internationalization Project in VSU and will be departed on Oct. 06, 2022 @ 3 pm.
Head of Party:

Trip Number :
Destination : Tacloban City
Driver will report to : Department of Agronomy

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Mary Louise Mendoza	IRRI	
2.		
3.		
4.		
5.		
6.		
7.		

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

Vehicle Type: Bush Van
Vehicle Plate No.: _____

Requesting party: ED ALLAN L. ALCOBER
Faculty

Dispatched:
AMIEL R. ARMADA

Maintenance in Charge

Recommended:
MARLON G. BURLAS

Motor Pool Services Head

Approved:
MARIO LILIO P. VALENZONA

(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 <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		Driver's OVER ALL RATING <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		
	ANDREO P. VILLOCINO SIGNATURE OVER PRINTED NAME		
Name and Signature			