



### TRIP TICKET

Date Filed: Sept. 7, 2022 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: Sept. 26, 2022 Destination: Villaba, Leyte  
 Departure Time: 6:00 a.m. Driver will report to: Brgy. Gabas Billiard Center  
 Purpose: To provide technical assistance on BIDANI implementation to BIDANI Core Team during SB session.

Head of Party: Lilian B. Nuñez

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Ian Dave B. Custodio	ViSERDAC	
2. Saloma B. Gisulga	BIDANI	
3. Melodina P. Edulantes	BIDANI	
4. <u>Nuñez, LB</u>	<u>ISABDS</u>	
5.		
6.		
7.		
8.		
9.		
10.		

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

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

Requesting party: LILIAN B. NUÑEZ  
 Director

Dispatched:  
**AMIEL R. ARMADA**

Recommended:  
**MARLON G. BURLAS**

Approved:  
**MARIO LILIO P. VALENZONA**  
 (Director/Center Director/Agency Head)

Maintenance in Charge

Motor Pool Services 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