



TRIP TICKET

Date Filed Feb. 14, 2022 Trip Number : _____
 Scheduled Travel Feb. 17-18, Destination : Biliran, Leyte
 Date/s : 2022 : Jaro, Leyte
 Departure Time : _____ Driver will report to : Eco-FARMI
 Purpose : To visit the project site and gather primary data in Biliran and Jaro, Leyte

Head of Party:

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

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

Vehicle Type: Grandia

Vehicle Plate No.: _____

Requesting party:

DHENBER C. LUSANTA

Project Leader

Dispatched by:

MARLON BURLAS

Motor Pool Services Head

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?

☐ Yes ☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify) ☐ 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		

ALBERTO BANAYAG		_____	
SIGNATURE OVER PRINTED NAME		Name and Signature	

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.