

TRIP TICKET

Date Filed	January 17, 2022	Trip Number	:	
Scheduled Travel Date/s	January 17-31, 2022	Destination	:	VSU Campus – nearby barangays (v.v.)
Departure Time	:	Driver will report to	:	Eco-FARMI
Purpose Head of Party:	For Hauling Rice straw and other related farm activities.			

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: FARMI VEHICLE

Vehicle Plate No.:

Dispatched by:

Requesting party:

DHENBER C. LUSANTA

Project Leader

Approved by:

Motor Pool Services Head

(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?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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?

<input type="checkbox"/> Yes (Specify)	<input type="checkbox"/> No
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Driver's Name & Signature	Filled in by the Head of Party or Requesting Party	
<i>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.</i>	Service Satisfaction	Driver's OVER ALL RATING
	<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	<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
GELBERTO P. VALDEVIESO		
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.

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