



## 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 Ma		May 2	25, 2022 Trip N				ampus t	to Caridad &		
Scheduled Travel Date/s		: May 2	6, 2022	Destination :		VSU Campus to Caridad & Plaridel Baybay, City Leyte				
			PM -9:00 PM		Driver will report to		IHK			
Purpose : Serv		Service	e vehicle for the ICP Workshop Solidarity Night				Performers			
S 200	ortu		Dennis Joel Cerna							
Head of P	arty:			J						
Passengers			Department/Office/Cente			r/Project Contact Number(s)			Number(s)	
20 Student Performers			Institute Of Human Kin			etics		563-7395/1046		
2. 3 Trainers										
3. 4.										
5.										
6.										
7.										
8.	(40)		arata abaat							
*For more than (	10) passe	ngers, use sep	arate sneet.				0	1:11		
Vehicle Type: VSU Bus Requesting party:										
Vehicle Plate N	No.:						7,477,779	CHARIS B. LÍMBO		
							Direc	tor, IHK		
Dispatched:		F	Recommende	ed:	App	proved:				
								IO P. VALE	NZONA	
Maintenance in Charge Motor Pool Services Head							(Director/Center Director/Agency Head)			
	3									
INSTRUCTIONS	: Drivers	shall fill in this	part properly.	Drivers are	accountable for	and are i	responsibl	e for reportin	g any vehicle	
damage, defects										
Trip Ticket Issued/Received			Vehicle Condition (Before Travel)		Fuel & Lubricant Issued/Used		Departure/ Time Out Odomete		/Mileage Out	
			(Belole Havel)		1000001000	- ·				
Data Datumad			Vehicle Condition		Fuel & Lubrica	ant A	rrival/	Odometer/Mileage In		
Date Returned			(After Travel)		Balanced		me In Oddineter/Willeage III		invilleage iii	
Was the passen		Was there an	VVas the Vehicle involved it			accident	Was the	e vehicle use	ed other than	
following the call time & of fuel/lubra location? VSU Camp			ant outside or damaged		while in your custody?		official government business?			
	□No	Yes	□No	☐ Yes (Spec	-:£.(\	□No	Пусс	(Specify)	□No	
☐Yes	□ No	(Specify)	□ No	Li Yes (Spec	сту)	□ NO	LI Yes (	Specify)	L 140	
Driver's Name & Signature Filled in by the Head of Party or Requesting										
									4.7110	
This vehicle w	ill he use	ed for official	Service Satisfaction			Driver's OVER ALL RATING				
This vehicle will be used for official government business only. I have reviewed and complied with rules &			☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair				
			☐ 2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good				
regulations reg			☐ 3. Moderately Satisfied			☐ 5 Excellent				
Government-Owned Vehicle.			☐ 4. Very Satisfied			Comments & Suggestions				
			5. Extremely Satisfied							
SIGNATURE OVER PRINTED 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.

Page 1 of 1 FM-PPO-14 v03 02-28-2022

No.