VISAYAS
STATE UNIVERSITY

PHYSICAL PLANT OFFICE
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

TRIP TICKET

Date Filed	June 13, 2025	Trip Number :	
Scheduled Travel Date/s :	June 20,2025	Destination :	XYZ Hotel ,Tacloban City
			Ormoc City
Departure Time :	8:00 am	Driver will report to :	

Purpose
Head of Party: : Fetch Dr. Brooke and Ms. MJCaparas at XYZ Hotel Tacloban City re: meeting of the LRLGU project at Sabin Resort Ormoc City.

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Dr. Brooke		
2. Ms. Merry Jean A. Caparas		
3.		
4.		
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:
MARVIN M. LAO
In-Charge, Dispatching

Recommended:
AMIEL R. ARMADA
Motor Pool Services, Head

Approved:
MARLON G. BURLAS
(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?	
☐ Yes	☐ No	☐ Yes (Specify)	☐ No	☐ Yes (Specify)	☐ No	☐ 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**	**Driver's OVER ALL RATING**
	☐ 1. Not Satisfied	☐ 1. - Poor ☐ 2. - Fair
	☐ 2. Slightly Satisfied	☐ 3. - Good ☐ 4. - Very Good
	☐ 3. Moderately Satisfied	☐ 5. - Excellent
	☐ 4. Very Satisfied	**Comments & Suggestions**
	☐ 5. Extremely Satisfied	
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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