



TRIP TICKET

Date Filed : Oct. 21, 2024
 Scheduled Travel : Oct. 26, 2024
 Date/s :
 Departure Time : 6:00 am
 Driver will report to : Centino Residence
 Purpose : To conduct Prof. Centino to VSU Alang Alang campus.

Trip Number :
 Destination : Alang Alang Campus
 Driver will report to : Centino Residence

Passengers	Department/Office/Center/Project	Contact Number(s)
	DOE	

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: ZYRA MAY H. CENTINO
 Head, DOEcon

Dispatched: MARVIN M. LAO
AMIEL R. ARMADA

Recommended: AMIEL R. ARMADA
MARLON G. BURLAS

Approved: MARLON G. BURLAS
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.	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
	SIGNATURE OVER PRINTED NAME		Name and Signature
Comments & Suggestions			