



TRIP TICKET

Date Filed: January 01, 2022
 Scheduled Travel Date/s: January 01-31, 2022
 Departure Time: _____
 Purpose: To pick-up and deliver harvested rice within Baybay City, Leyte.
 Head of Party: _____

Trip Number: _____
 Destination: _____
 Driver will report to: Department of Agronomy

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Clemente Marañan Jr.	Agronomy	
2. Rongie Sevillano	Agronomy	
3. Nestor Bongot	Agronomy Rice Seednet	
4. Marlon Bongot	Agronomy Rice Seednet	
5. Ray Caintic	Agronomy	
6. Alemar Valenzona	Agronomy Rice Seednet	
7.		
8.		
9.		

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

Vehicle Type: Green Pick-up

Vehicle Plate No.: _____

Requesting party:
ED ALLAN L. ALCOBER
 Faculty

Dispatched by:

MARLON BURLAS

Motor Pool Services Head

Approved by:

MARIO LILIO VALENZONA

(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?
<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
			Comments & Suggestions _____ _____ _____
	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.