

**TRIP TICKET**

Date Filed : May 21, 2024
Scheduled Travel Date/s : June 2, 2024
Departure Time : 12:10 p.m.
Purpose : To fetch DOE faculty and staff on team building.

Trip Number :
Destination : Liloan, Southern Leyte
Driver will report to : Liloan, Southern Leyte

Head of Party: Zyra May H. Centino

Passengers	Department/Office/Center/Project	Contact Number(s)
DOE Faculty and Staff (16)	DOE	

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

Vehicle Type: _____
Vehicle Plate No.: _____

Requesting party: ZYRA MAY H. CENTINO
Head, DOEcon

Dispatched:
AMIEL R. ARMADA

Recommended:
MARLON G. BURLAS

Approved:
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?

☐ Yes ☐ No

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?

☐ 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

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

Driver's OVER ALL RATING

- ☐ 1. - Poor ☐ 2. - Fair
☐ 3. - Good ☐ 4. - Very Good
☐ 5. - Excellent

Comments & Suggestions

SIGNATURE OVER PRINTED NAME

Name and Signature