

## 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

ate Filed	-	July 19, 202	Destination		:	0	Loudo				
	; -	July 21, 202			:	- Ormoc, Leyte					
eparture Time :				Driver will report		Guard Post 1					
urpose		To Attend M		o Ormoc City or	n July 21 202	12					
	• -	Dr. Charis I		Office City of	1 July 21, 202						
Head of Part	y: –										
Passengers			Department/Office/Cente			r/Project Contact Number(s)					
1. 4 PASSENGERS			Institute Of Human Kine			etics 563-7395/1046					
2.											
3. 4.			_								
5.											
6.											
7.											
8.											
9. 10.			_								
*For more than	n (10) passe	engers, use se	parate sheet.					A /			
Vehicle Type		VSU			Pagues	ting part	v- (	LIALI			
Vehicle Type		V30			Reques	ung part		IS B. LIMBO	)		
venicie Piate	NO							tor, IHK			
							2,,00	,			
Dispatched:			Recommended: Ap		proved:  MARIO LILIO P. VALENZONA						
						MA	RIO LIL	O P. VALEN	IZONA		
Maintenance i	n Charge		Motor Pool Ser	vices Head		(Dire	ector/Cent	er Director/Ag	ency Head)		
				. Drivers are a	ccountable for	and are r	esponsible	e for reporting	any vehicle		
damage, defe	cts and acci	dents immedia	tely Vehicle Co	ndition	Fuel & Lubrica	nt De	parture/				
Trip Ticket Issued/Received		(Before Travel)		Issued/Used			Odometer/Mileage Out				
Date Returned		Vehicle Condition (After Travel)		Fuel & Lubrica		rrival/	Odometer/Mileage In				
			(After II	avei)	Balanced	-	me In				
Was the passenger/s Was there are following the call time & of fuel/lubrical			ent outcide		ele involved in						
location?				hile in your cus	stody?	official g	overnment bu	siness?			
□Yes	□No	Yes	□No	☐ Yes (Specif	fv)	□No	□ Yes (	Specify)	□No		
La Tes		(Specify)		ш тез (оресп	.37			- P			
Driver's	Name & S	ignature	Filled in by the	he Head of Party	or Requesting	Party					
								VED ALL D	TING		
This vehicle	will be use	ed for official	Service Satisfaction			Driver's OVER ALL RATING					
government business only. I have			☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair					
reviewed and complied with rules &			2. Slightly Satisfied			☐ 3 Good ☐ 4 Very Good					
regulations	regarding		☐ 3. Moderately Satisfied			☐ 5 Excellent					
Coupernant	Dunned 1/-L	ala			4. Very Satisfied			Comments & Suggestions			
Government-0	Owned Vehi	cle.	4. Very	Satisfied		Comm	ents & S	uggestions			
Government-0	Owned Vehi	cle.	_	Satisfied emely Satisfied		Comm	ents & S	uggestions			
Government-0	Owned Vehi	cle.	_			Comm	ents & S	auggestions			
Government-0	Owned Vehi	icle.	_			Comm	ents & S	aggestions			
		NTED NAME	5. Extre			Comm	ents & S	aggestions			

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.

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