



TRIP TICKET

Date Filed : January 16, 2024 Trip Number :
Scheduled Travel : January 23, 2024 Destination : Carigara & Jaro, Leyte
Date/s :
Departure Time : 7:00am Driver will report : ECO-FARMI
Purpose : Conduct extension staff for a meeting with the Municipality Agriculturist regarding vermicomposting and IMO6 production and Organic Concoction Training Module

Head of Party: JEROME O. ARRIBADO

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Jerome O. Arribado		
2. Reynante G. Macapanas		
3. Odelo B. Baldos		
4. Jollivie A. Curay		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: FORD

Vehicle Plate No.:

Requesting party:

JEROME O. ARRIBADO

Head, MPSC and PPES

Dispatched:

AMIEL R. ARMADA

Recommended:

MARLON G. BURLAS

Approved:

JEROME O. ARRIBADO

Maintenance in Charge

Motor Pool Services Head

(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		Driver's OVER ALL RATING
	<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		<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
	GELBERTO P. VALDEVIESO		Comments & Suggestions
	SIGNATURE OVER PRINTED NAME		
Name and Signature			