

DAILY TIME RECORD

VILLOCINO, ANDREO P.

(NAME)

For the month of

July 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:45	12:05	12:35	5:09	45mins	7hrs 15mins
4-TUE	8:02	12:52	12:56	5:00	2mins	7hrs 58mins
5-WED	7:54	12:45	1:00	5:03		8hrs
6-THU	5:28	12:40	12:57	5:03		8hrs
7-FRI	6:47	12:37	12:49	5:10		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:01	12:08	12:42	5:00	1min	7hrs 59mins
11-TUE						OB
12-WED	8:01	12:26	12:47	5:11	1min	7hrs 59mins
13-THU	6:19	12:42	12:54	5:36		8hrs
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON	8:01	12:08	12:30	5:03	1min	7hrs 59mins
18-TUE						OB
19-WED	8:00	12:00	12:27	5:07		8hrs
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:56	12:34	12:37	5:02		8hrs
25-TUE						OB
26-WED						OB
27-THU						OB
28-FRI						OB
29-SAT						Off
30-SUN						Off
31-MON	7:53	12:00	12:03	4:56	4mins	7hrs 56mins

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

Department Head
Department of Agronomy



TRIP TICKET

000521

Date Filed : June 30, 2023
Scheduled Travel : July 11, 2023
Date/s : ~~July 15, 2023~~
Departure Time : 7:00 a.m.
Driver will report to : ISRDS
Purpose : To conduct and fetch VSU-BIDANI Team to Tacloban airport.

Head of Party: Lilian B. Nuñez

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Lilian B. Nuñez	ISRDS	
2. Saloma B. Gisulga	BIDANI-ISRDS	
3. Melodina P. Edullantes	BIDANI-ISRDS	
4. Randy G. Omega	DCHM	
5. Ian Dave B. Custodio	DOE	
6. Merry Jean A. Caparas	ISRDS	
7.		
8.		
9.		
10.		

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

Vehicle Type: _____
Vehicle Plate No.: _____

Requesting party: *[Signature]*
LILIAN B. NUÑEZ

Director

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
			7:00 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			5:10 pm	

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			



TRIP TICKET

Date Filed: July 11, 2023
Scheduled Travel Date/s: July 14, 2023
Departure Time: 6:00 AM
Trip Number: 000533
Destination: Tacloban City and Calubian Leyte
VSU Campus
Driver will report to: Francisco G. Gabunda Jr at Farmer's Village VSU
Purpose: To fetch Dr. Caro Salces and company to at Tacloban Airport;
To conduct Dr. Salces and company to Calubian Leyte

Head of Party: FRANCISCO G. GABUNADA JR.

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Dr. Caro Salces	PCC OED	
2. Dr. Agapita Salces	PCC OED	
3. Francisco G. Gabunada Jr.	PCC VSU	09088952472
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: (Mitsubishi Expander) HI-ACE
Vehicle Plate No.:

Requesting party:

FRANCISCO G. GABUNADA JR.
Center Director

Dispatched by:

Recommended:

AMIEL R. ARMADA

MARLON G. BURLAS

Approved by:

MARIO LILIO P. VALENZONA

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
			6:00 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			6:10 pm	

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 of Driver

SIGNATURE OVER PRINTED NAME

Name and Signature

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.



TRIP TICKET

000543

Date Filed	July 13, 2023	Trip Number	:	
Scheduled Travel Date/s	July 18, 2023	Destination	:	DOH Tacloban City
Departure Time	6:00AM	Driver will report to	:	Guard Post lower campus – SG Virgilio A. Escasinas
Purpose	Inquiry at the Department of Health RO8 with regards to security HEA and CREC			

Head of Party: **VIRGILIO A. ESCASINAS**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. JEREMY S. CAINTIC	UDRRMSSO	
2. JULIUS V. ABELA	UDRRMSSO	
3.		
4.		
5.		

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

Date: **JUL 18 2023**
 Signature: _____

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: _____
JULIUS V. ABELA

Department Head

Dispatched: _____
 Maintenance in Charge

Recommended: _____
MARLON G. BURLAS
 Motor Pool Services Head

Approved: _____
MARIO LILIO P. 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
			6:00 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			5:00 pm	

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 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. SIGNATURE OVER PRINTED NAME	Filled in by the Head of Party or Requesting Party				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> 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 </td> <td style="width: 50%;"> 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 </td> </tr> <tr> <td colspan="2" style="background-color: orange;"> Comments & Suggestions </td> </tr> </table>	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	
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					
	Name and Signature				



TRIP TICKET

000556

Date Filed : June 29, 2023 Trip Number :
Scheduled Travel : July 21-22, 2023 Destination : Southern Leyte
Date/s :
Departure Time : 6:00 AM Driver will report to : Department of Soil Science
Purpose : DSS Team building 2023
Head of Party : Suzette B. Lina

Passengers	Department/Office/Center/Project	Contact Number(s)
11. Emelita S. Pausanos	DSS	
12. Maria Cristina Loreno	DSS	
13. Marnile Espenile	DSS	
14. Richard Jungco	DSS	
15. Risos, John Mark	DSS	
16. Bonifacio Castillo		
17. Rosalito Pugoy		
18. Magdadaro, Menardo Jr		
19.		
20.		

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

Vehicle Type: _____ Requesting party: SUZETTE B. LINA
Vehicle Plate No.: _____ Head, DSS

Dispatched: AMIEL R. ARMADA Recommended: MARLON G. BURLAS Approved: MARIO LILIO VALENZONA
Maintenance in Charge Head Motor Pool Services Director

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
			6:00 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
July 22 / 2023			5:00 PM	

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
	SUZETTE B. LINA Name and Signature	



TRIP TICKET

Date Filed: July 24, 2023 Trip Number: **000561**
Scheduled Travel Date/s: July 25, 2023 Destination: EVSU Tacloban
Departure Time: 8:00 AM Driver will report to: Miriam De La Torre's Residence- Hipusngo, Baybay Leyte
Purpose: Retrieving of the NBC 4618th cycle documents

Head of Party: **Faustino Sam III A. Daclag**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Lionel Liong	HRMO	
2. Miriam M. De la Torre	RSPPRO	

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

Vehicle Type:

Vehicle Plate No.:

Requesting party:

HONEY SOFIA V. COLIS
Chief Administrative Officer

Dispatched:

AMIEL R. ARMADA

Maintenance in Charge

Recommended:

MARLON G. BURLAS

Motor Pool Services Head

Approved:

MARIO LILIO P. 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
			7:30 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			5:10 pm	

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: FAUSTINO SAM III A. DACLAG Name and Signature		

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.



TRIP TICKET

Date Filed

July 24, 2023

Scheduled Travel Date/s

July 26, 2023

Trip Number

000564

Destination

Tacloban Airport

Departure Time

4:00 AM

Driver will report to

VSU Guard Post

Purpose

To conduct at the Tacloban City airport.

Head of Party: Atty. Rysan C. Guinocor

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Rysan C. Guinocor	ASO	09173126266
2. Doreen Alba	SPMO	
3. Alicia Flores	Budget Office	
4. Jhonabel Castil	Accounting Office	
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type:

Vehicle Plate No.:

Requesting party:

ATTY. RYSAN C. GUINOCOR

Dispatched

AMIEL R. ARMADA

Recommended:

MARLON G. BURLAS

Approved:

Director, ASO

MARIO LILIO P. 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	4:00 am	
			5:00 pm	

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

Vision:
Mission:

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TRIP TICKET

Date Filed: July 19, 2023 Trip Number: 0004
Scheduled Travel Date/s: July 26, 2023 Destination: Bago, Bato, Leyte
Departure Time: 7:00 A.M. Driver will report to: ITEEM-TEU
Purpose: To deliver seedlings to Rainforestation alumnus and proposed learning site in Bato, Leyte
Head of Party: Leonard Paolo Longatang

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Fidelito Almeroda		
2. Rodolfo Dolomen		
3. Vicente Escasinas		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: Mitsubishi Canter Requesting party: JIMMY O. ROGOSA
Vehicle Plate No.: 4PE 487
Dispatched: [Signature] Recommended: MARLON G. BURLAS Approved: ELIZA D. ESPINOSA
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
			7:00 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			5:00 pm	

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. [Signature] SIGNATURE OVER PRINTED NAME	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
	Comments & Suggestions	
	Name and Signature	



TRIP TICKET

Date Filed: July 19, 2023
Scheduled Travel Date/s: July 28, 2023
Departure Time: 7:00 A.M.
Purpose: To deliver seedlings to Rainforestation alumnus and proposed learning site in Brgy. Gaas Ormoc City and Palompon Leyte
Head of Party: Leonard Paolo Longatang

Trip Number: 000483
Destination: Brgy. Gaas Ormoc City and Palompon, Leyte
Driver will report to: ITEEM-TED

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Fidelito Almeroda		
2. Rodolfo Dolomen		
3. Vicente Escasinas		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: Mitsubishi Canter
Vehicle Plate No.: 4PE 487

Requesting party: JIMMY O. ROGOSA
Head, TED

Dispatched: MARLON G. BURLAS
Recommended: Motor Pool Services Head

Approved: ELIZA D. ESPINOSA
(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
			7:00 am	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			7:00 pm	

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: Andrew Vilcino

Signature over Printed Name: Andrew Vilcino

Filled in by the Head of Party or Requesting Party

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
Comments & Suggestions	

Name and Signature: [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.