



### TRIP TICKET

Date Filed: March 22, 2023 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: March 30, 2023 Destination: Inopacan, Leyte  
 Departure Time: 7:30 a.m. Driver will report to: ISRDS  
 Purpose: To attend COLLABDev Project closeout meeting with partners.

Head of Party: LBNuñez

| Passengers               | Department/Office/Center/Project | Contact Number(s) |
|--------------------------|----------------------------------|-------------------|
| 1. Merry Jean A. Caparas | ISRDS                            |                   |
| 2. Maureen F. Manadong   | ISRDS                            |                   |
| 3. Janet C. Bencure      | College of Engineering           |                   |
| 4. Ian Dave B. Custodio  | DoE                              |                   |
| 5.                       |                                  |                   |
| 6.                       |                                  |                   |
| 7.                       |                                  |                   |
| 8.                       |                                  |                   |
| 9.                       |                                  |                   |
| 10.                      |                                  |                   |

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

Vehicle Type: \_\_\_\_\_  
 Vehicle Plate No.: \_\_\_\_\_

Requesting party: LILIAN B. NUÑEZ

Director

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 |
|-----------------------------|-----------------------------------|------------------------------|--------------------|----------------------|
|                             |                                   |                              |                    |                      |
| 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. | <b>Service Satisfaction</b><br><input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied | <b>Driver's OVER ALL RATING</b><br><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair<br><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good<br><input type="checkbox"/> 5. - Excellent |  |
|   | <b>Comments &amp; Suggestions</b>   |   |  |
| SIGNATURE OVER PRINTED NAME   |   | Name and Signature  |  |