



TRIP TICKET

Date Filed : Jan 27, 2021 Trip Number :
 Scheduled Travel : Jan 28, 2021 Destination : Brgy. Jaena Baybay, City Leyte
 Date/s :
 Departure Time : 2:00 PM Driver will report : RCCRDC Office
 Purpose : To conduct site visit in Brgy. Jaena for WoMangroves project

Head of Party: **EDUARDO O. MANGAOANG**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Rene Jemmar Alkuno		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: RCCRDC TOYOTA HILUX
 Vehicle Plate No.: AU1296

Requesting party: *Muy*
EDUARDO O. MANGAOANG

Professor, Director, Project leader

Dispatched by:

MARLON G. BURLAS

Approved by: *Muy*

EDUARDO O. MANGAOANG

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 passengers following the call time & location?

Was there any purchased of fuel/lubricant outside VSU Campus? ☐ Yes ☐ 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

Service Satisfaction

Driver's OVER ALL RATING

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.

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

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

Comments & Suggestions

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.