



TRIP TICKET

Date Filed July 19, 2022
Scheduled Travel Aug 1-31, 2022
Departure Time 8:00AM
Purpose To conduct Mangroves measurement, deliver bamboo sticks and other matters in Brgy. Sabang project area

Trip Number :
Destination : Brgay, Sabang
Driver will report to : Baybay City Leyte
Contact Number(s) : RCCRDC Office

Head of Party: RENE JEMMAR ALKUNINO

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Redeem S. Someña	RCCRDC	
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

Dispatched: AMIEL R. ARMADA
Recommended: MARLON G. BURLAS
Approved: EDUARDO O. MANGAANG
Requesting party: EDUARDO O. MANGAANG

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 passengers 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
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Driver's Name & Signature		Service Satisfaction		Driver's OVER ALL RATING	
Filled in by the Head of Party or Requesting Party		☐ 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	
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.		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.