



### TRIP TICKET

Date Filed : August 14, 2023 Trip Number : \_\_\_\_\_  
 Scheduled Travel : August 30, 2023 Destination : Brgy. Bunga, Cabucgayan,  
 Date/s : Sept. 2 2023 Biliran  
 Departure Time : 10:00 a.m. Driver will report : \_\_\_\_\_  
 : 9:00 a.m to : \_\_\_\_\_  
 Purpose : To fetch and conduct resource person for curriculum review, Prof. Efren B. Saz.

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Prof. Efren B. Saz		
2.		
3.		
4.		
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**

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
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

<b>Driver's Name &amp; Signature</b>		<b>Filled in by the Head of Party or Requesting Party</b>	
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>		<b>Driver's OVER ALL RATING</b>
	<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
			<b>Comments &amp; Suggestions</b>
<b>SIGNATURE OVER PRINTED NAME</b>		<b>Name and Signature</b>	