



TRIP TICKET

Date Filed: April 29, 2022 Trip Number: _____
 Scheduled Travel Date/s: May 3, 2022 Destination: Carigara, Leyte
 Departure Time: 7:00 AM Driver will report to: ITEEM
 Purpose: Assessment of the proposed Rainforestation site of Metro Carigara Water District (MCWD) Carigara, Leyte

Head of Party: Marlito M. Bande

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Jimmy Pogosa	ITEEM	
2. Kleer Jeann Longatang	ITEEM	
3. Serica Joy Compendio	ITEEM	
4. Vicente Escasinas	ITEEM	
5. Rose Mary Oquias	ITEEM	
6. Leonard Paolo Longatang	ITEEM	
7. Fedilito Almeroda	ITEEM	
8. Jeffrey Romero	ITEEM	
9. Karen Gundemaro	ITEEM	
10.		

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

Vehicle Type: VSU CANTER
 Vehicle Plate No.: 4PE-867

Requesting party: MARLITO M. BANDE
 Project Leader, NRTSP016

Dispatched: AMIEL R. ARMADA 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
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.	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
	SIGNATURE OVER PRINTED NAME		Comments & Suggestions
	Name and Signature		