

## OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

## TRIP TICKET

Departure Time : Purpose :		Conduct	Trip Number Destination Driver will reto A.B. Tul	oort : -	Ma	, Gubang and kinhas	
Head of Party: ANAB	ELLA B.		and the second second second second			Control Number(s)	
Passenge	Dep	Department/Office/Center/Proj			Contact Number(s)		
1. Analyn Reg		TOTAL TEN					
2. Justine Da	ot	VSU-IP- 2					
3. Gina Delim	a	-					
4. 5.							
6.							
7.							
8.							
9.							
*For more than (10) passen	gers use sena	rate sheet					
For more (nan (10) passen					<del></del>		
Vehicle Type:	Adv	Blue	Re	questing p	(3)	4.4	
Vehicle Plate No.:						BELLA B. TULIN	
		)			(POSI	TION)	
Dispatched by:	LON G. B	HDT.AS	Λ	arayad by			
1000		O ICLIAN	\\	proved by		/	
Motor Pool Services Hea	ad		-	LISA	I. ARCE	E.E. TULIN	
						er Director/Agency Head)	
INSTRUCTIONS: Drivers s	hall fill in this pa	rt properly. Dr	ivers are accoun	table for an	d are responsi	ble for reporting any venicle	
Ti-I-t I-mund/Deconved		Pehicle Condition Fuel & Lubricant		Departure/	Odometer/Mileage Out		
		(Before Travel	) Issued	Issued/Used		Time Out Odometer/Mileage Out	
Date Returned	V	ehicle Condition		ubricant	Arrival/ Time In	Odometer/Mileage In	
Date Notarrios		(After Travel)	Dala	Balanced Tir			
						1	
						1	
Was the passenger/s following the call time &	Was there any of fuel/lubrical	nt outside	Was the vehicle accident or da vour custody?		.   VVas tri	e vehicle used other than government business?	
following the call time & location?	of fuel/lubricar VSU Campus	nt outside ?		maged whil	e in official		
following the call time & location?	of fuel/lubricar VSU Campus ☐ Yes (Speci	nt outside ? fy) \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	accident or da your custody?	maged while	e in official (	government business?	
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