



TRIP TICKET

Date Filed Jan. 18, 2022 Trip Number : _____
 Scheduled Travel : _____ Destination : Villasol, Gubang and
 Date/s Jan. 19, 2022 Makinhas
 Departure Time : _____ Driver will report to : _____
8:00am
 Purpose : Conduct A.B. Tulin and co. to above places.

Head of Party: ANABELLA B. TULIN

Passengers	Department/Office/Center/Project	Contact Number(s)
1. <u>Analyn Regina</u>	<u>VSU-IP- 2021 Sc</u>	
2. <u>Justine Dave Dotarot</u>		
3. <u>Gina Delima</u>		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

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

Vehicle Type: Adv. - Blue

Requesting party:

Vehicle Plate No.: _____

ANABELLA B. TULIN
(POSITION)

Dispatched by: MARLON G. BURLAS

Approved by:

Motor Pool Services Head

LISA I. ARCE / E.E. TULIN
Asst. Dir. (Director/Center Director/Agency Head)
Director

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
	Comments & Suggestions _____ _____ _____		
	Signature <u>ALNIEL B. CINCO</u> SIGNATURE OVER PRINTED NAME		
Signature <u>ANABELLA B. TULIN</u> Name and Signature			