

**TRIP TICKET**

Date Filed May 6, 2024 Trip Number : \_\_\_\_\_  
Scheduled Travel May 8, 2024 Destination : VSU Villaba Campus, Villaba  
Date/s : \_\_\_\_\_  
Departure Time 7:00 a.m. Driver will report Brgy. Pangasugan  
to : \_\_\_\_\_  
Purpose : To provide technical backstopping to BIDANI team on BIDANI implementation during Re-echo of UPLB-BIDANI TOT.

Head of Party: Saloma B. Gisulga

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Melodina P. Edullantes		
2. Lilian B. Nuñez		
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**

Maintenance in Charge

Head

Motor Pool Services

(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?

☐ 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

Driver's Name &amp; 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**

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

**Driver's OVER ALL RATING**

- ☐ 1. - Poor ☐ 2. - Fair  
☐ 3. - Good ☐ 4. - Very Good  
☐ 5. - Excellent

**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.