



### TRIP TICKET

Date Filed : September 28, 2023 Trip Number : \_\_\_\_\_  
Scheduled Travel : September 29, 2023 Destination : PPO, VSU, Baybay City  
Date/s : \_\_\_\_\_  
Departure Time : 8:00 am Driver will report : GISL  
to : \_\_\_\_\_  
Purpose : Pick-up construction materials

Head of Party: Celestial A. Manigo

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: FORD

Vehicle Plate No.: \_\_\_\_\_

Requesting party:

CELESTIAL A. MANIGO

Head, MPSO and PPES

Dispatched:

AMIEL R. ARMADA

Maintenance in Charge

Recommended:

MARLON G. BURLAS

Motor Pool Services Head

Approved:

JEROME O. ARRIBADO

(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.	<b>Service Satisfaction</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		<b>Driver's OVER ALL RATING</b> <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>GELBERTO P. VALDEVIESO</b>		<b>Comments &amp; Suggestions</b>  
	<b>SIGNATURE OVER PRINTED NAME</b>		
<b>Name and Signature</b>			

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1

FM-PPO-14  
v03 02-28-2022

No.