



### TRIP TICKET

Date Filed : June 09, 2023 Trip Number : \_\_\_\_\_  
 Scheduled Travel : June 22-23, 2023 Destination : Naval, Biliran  
 Date/s : \_\_\_\_\_  
 Departure Time : 05:00 AM Driver will report : Department of Agronomy  
 to : \_\_\_\_\_  
 Purpose : To act as Resource Person at Naval Biliran.

Head of Party:

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Dr. Dionesio M. Bañoc	Department of Agronomy	565-600 local 1013
2. Prof. Ed Allan L. Alcober	Department of Agronomy	565-0600 local 1013
3. Dr. Berta C. Ratilla	Department of Agronomy	565-0600 local 1013
4. Mr. Wences Rey B. Dela Peña	Department of Agronomy	565-0600 local 1013
5. Dr. Nello D. Gorne	Department of Agronomy	565-0600 local 1013

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

Vehicle Type: Van Requesting party: DIONESIO M. BAÑOC  
 Vehicle Plate No.: \_\_\_\_\_ Head, DA

Dispatched: AMIEL R. ARMADA Recommended: MARLON G. BURLAS Approved: MARIO LILIO P. VALENZONA  
 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.	<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>Comments &amp; Suggestions</b>	
SIGNATURE OVER PRINTED NAME	Name and Signature	