



### TRIP TICKET

Date Filed: August 22, 2023 Trip Number: \_\_\_\_\_  
Scheduled Travel: August 24, 2023 Destination: Merida  
Date/s: \_\_\_\_\_  
Departure Time: 8:00 am Driver will report to: ECO-FARMI  
Purpose: Project Monitoring

Head of Party: Odelo B. Baldos

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

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

Vehicle Type: FORD Requesting party: ODELO B. BALDOS  
Vehicle Plate No.: \_\_\_\_\_ Head, MPSO and PPES  
Dispatched: AMIEL R. ARMADA Recommended: MARLON G. BURLAS Approved: JEROME O. ARRIBADO  
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	
<p>This vehicle will be used for official government business only. I have reviewed and complied with rules &amp; regulations regarding the use of Government-Owned Vehicle.</p> <p><b>GELBERTO P. VALDEVIESO</b></p> <p><b>SIGNATURE OVER PRINTED NAME</b></p>	<p><b>Service Satisfaction</b></p> <p><input type="checkbox"/> 1. Not Satisfied</p> <p><input type="checkbox"/> 2. Slightly Satisfied</p> <p><input type="checkbox"/> 3. Moderately Satisfied</p> <p><input type="checkbox"/> 4. Very Satisfied</p> <p><input type="checkbox"/> 5. Extremely Satisfied</p>	<p><b>Driver's OVER ALL RATING</b></p> <p><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair</p> <p><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good</p> <p><input type="checkbox"/> 5. - Excellent</p> <p><b>Comments &amp; Suggestions</b></p>