

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed Scheduled Travel Date/s		2, 2022 4-5, 2022		Trip Number :		Brgy. Punta-Jaena-Sabang Baybay, City Leyte			
			Destination .						
Departure Time : 8		AM	Driver will report		RCCRD	RCCRDC Office			
Purpose : To c		conduct site visit for planting inventory and Nursery preparation of WoMangroves project in Brgy. Punta-Jaena							
		WoMangrove	s project in Br	gy. Punta-Jae	na				
Head of Party: EDUARI	DO O. MANGA	DANG							
Passeng	ers	Department/Office/Center/			er/Project	/Project		Contact Number(s)	
Rene Jemmar Alkuino									
2. Redeem Sosme	eña								
3. 4.									
5.									
6.									
7.									
8.									
9.									
*For more than (10) passen	gers, use separat	e sheet.							
			IX	Reque	esting part		My.		
Vehicle Type:	TOYOTA HILUX Requ					O. MANGA	OANG		
Vehicle Plate No.:	AU1296								
						or, Directo	or, Project	leader	
Dispatched:	F	Recommende			pproved:		me		
AMIEL R. ARMADA		ħ	MARLON G. E	BURLAS		EDUARDO	O. MANG	MOANG	
Maintenance in Charge		Motor Pool Sen	vices Head		(Director/Cen	ter Director//	Agency Head)	
INSTRUCTIONS: Drivers sand accidents immediately	hall fill in this part	properly. Drive	rs are accounta	ble for and are	responsible	for reporting	any vehicle	damage, defects	
Trip Ticket Issued/Received		Vehicle Condition (Before Travel)		Fuel & Lubri		eparture/ ime Out	Odometer/Mileage Out		
				Issued/Us	ed	ime Out			
		Vehicle Condition		Fuel & Lubri	cant	Arrival/	O de modes (Miles es a les		
Date Returned		(After Travel)		Balance	A CONTRACTOR OF THE PARTY OF TH	Time In	Odometer/Mileage In		
Was the passenger/s Was there any following the call time & fuel/lubricant of						Was the	s the vehicle used other than official ernment business?		
location? Campus?					□No	☐ Yes (Specify)		□No	
☐ Yes ☐ No	☐ Yes (Speci	ty) LI No	Yes (Spec	ily)	1 140	L 169 (эреспу)	12110	
Driver's Name & S	Signature	Filled in by the	e Head of Party	or Requesting	Party				
	Service Satisfaction				Driver's OVER ALL RATING				
This vehicle will be us	☐ 1. Not Satisfied			□1	☐ 1 Poor ☐ 2 Fair				
government business only.	☐ 2. Slightly Satisfied				☐ 3 Good ☐ 4 Very Good				
and complied with rules regarding the use of Gov	☐ 3. Moderately Satisfied				☐ 5, - Excellent				
Vehicle.				_	Comments & Suggestions				
	4. Very Satisfied			Comm	ients & oc	ggconone			
		5. Extre	mely Satisfied						
SIGNATURE OVER PR	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.

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No.