

## 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	_	July 22, 2	2022	2 Trip Number								
		July 29, 2	022	Destination  Driver will repo		:		ngog Community Community Center, agkahan corner Real Streets, Tacloban City				
		10:00 AN				oort		d Post 1	The Real Streets, Tadioball City			
					to							
Purpose	: [	To attend	consu	onsultation meeting in preparation for EVCAA Season 2								
Head of Party	: -	Dr. Charis B. Limbo										
	)accond	are			Denartment	/Office	Cente	r/Projec	+	Contact N	Number(s)	
Passengers PASSENGERS				Department/Office/Cent								
1.				mistitute Of Fidinali Kill				CIICS		303-738	3/1040	
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9. *For more than	(10) nassa	naers use	senara	te sheet								
	( / o) pacco		•	no orroot.								
Vehicle Type:		VSU		Request				sting part				
Vehicle Plate No.:						_			CHAR	ARIS B. LIMBO		
									Direc	tor, IHK		
Dispatched:			Red	Recommended: Apr				proved:				
Diopatorioa.			,,,,,	oommona.			7.10		RIOLII	O P. VALEN	ZONA	
	01	_										
Maintenance in	Charge		Mot	or Pool Ser	vices Head			(Dir	ector/Cent	er Director/Ag	ency Head)	
INSTRUCTION					. Drivers are	account	able for	and are i	responsibl	e for reporting	any vehicle	
damage, defects and accidents immediate				Vehicle Condition Fuel & Lubrica				ant Departure/				
Trip Ticket Issued/Received				(Before Travel)					ne Out			
Date Returned				Vehicle Condition			Fuel & Lubrica		rrival/	Odometer/Mileage In		
Date Returned				(After Travel)			Balanced		ime In Odometer/Mileage III		rivilleage III	
Was the passer	ger/s	Was ther	e any p	urchased	Was the veh	viole invo	hod in	aggidant	Mac the	e vehicle use	d other than	
following the call time & of fuel/lubrical location?				ant outside or damaged			while in your custo			overnment bu		
		☐ Yes	7 Vac									
☐ Yes	□ No	(Specify)		□ No □ Yes (Sp		cify)		□ No	☐ Yes (Specify)		□No	
Driver's N	ame & Si	anature										
			FI	illed in by th	ne Head of Par	ty or Re	questing	Party				
				Service Satisfaction				Driver's OVER ALL RATING				
This vehicle will be used for official				☐ 1. Not Satisfied				☐ 1 Poor ☐ 2 Fair				
government business only. I have reviewed and complied with rules &				The second control of				☐ 3 Good ☐ 4 Very Good				
regulations regarding the use of				_				The state of the s				
Government-Owned Vehicle.				U o. Moderatory dationed				☐ 5 Excellent				
				4. Very Satisfied				Comments & Suggestions				
				☐ 5. Extremely Satisfied								
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.

Page 1 of 1 FM-PPO-14 v03 02-28-2022