



## TRIP TICKET

Date Filed: April 4, 2022 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: April 7-8, 2022 Destination: Brgy. Jaena- Punta Baybay, City  
 Departure Time: 9:00AM Driver will report to: RCCRDC Office  
 Purpose: To conduct meeting with WoMangroves project CORE Team for upcoming onsite Training

Head of Party: **EDUARDO O. MANGAOANG**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Rene Jemmar Alkuino	RCCRDC	
2. Merlin Lebante		
3. Redeem Sosmeña		
4. Adriano Napiere		
5. Alfredo Florendo		
6. Edgardo Aborido		
7. Jerven Bengalan		
8. Rommel Calumba		
9. Artemio Napiere		
10.		

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

Vehicle Type: RCCRDC TOYOTA HILUX  
 Vehicle Plate No.: AU1296

Requesting party: EDUARDO O. MANGAOANG

Professor, Director, Project leader

Dispatched:  
**AMIEL R. ARMADA**

Recommended:  
**MARLON G. BURLAS**

Approved: EDUARDO O. MANGAOANG

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