



TRIP TICKET

Date Filed : December 14, 2021 Trip Number : _____
 Scheduled Travel : December 20, 2021 Destination : Brgy. Pinamanagan
 Date/s : _____ Abuyog, Leyte
 Departure Time : 1:00 PM Driver will report : ITEEM
 to : _____
 Purpose : To conduct fieldwork assessment of the wild population of *Aquilaria* at the
 Brgy. Pinamanagan, Abuyog, Leyte for the ECo SAP Project.

Head of Party: Jimmy O. Pogosa

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Fidelito Almeroda	ITEEM-TED ECo SAP Project	
2. Romeo Delos Santos	ITEEM-TED ECo SAP Project	
3. Jimmy Ballesteros	ITEEM-TED ECo SAP Project	
4. Jeffrey Romero	ITEEM-TED ECo SAP Project	
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: Mitsubishi Canter

Vehicle Plate No.: 4PE-867

Dispatched by:
MARLON G. BURLAS
 Motor Pool Services Head

Requesting party:
JIMMY O. POGOSA
 Study Leader, ECo SAP

Approved by:
ELIZA D. ESPINOSA
 Director, ITEEM

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.	Service Satisfaction <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		Driver's OVER ALL RATING <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
			Comments & Suggestions
SIGNATURE OVER PRINTED NAME		Name and Signature	