



**TRIP TICKET**

Date Filed : July 28, 2025  
Scheduled : Aug. 9, 2025  
Travel Date/s : Aug. 13, 2025  
Departure Time : 1:30pm Aug. 9, 2025 (Fetch)  
3:00pm Aug. 13, 2025 (Conduct)  
Purpose : To fetch & conduct speakers of the forum entitled Strategic Discussions in Development: On Freedom of Information and Green Industry Policy sponsored by ISRDS in partnership with the Action for Economic Reform (AER) Industrial Policy.

Trip Number :  
Destination : Tacloban Airport  
Driver will report to :

**Head of Party:**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Jenina Joy Chavez	AER	
2. Atty. Nepomuceno Malaluan	AER	
3.		
4.		
5.		
6.		
7.		

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

Vehicle Type: \_\_\_\_\_  
Vehicle Plate No.: \_\_\_\_\_

Requesting party:   
**LILIAN B. NUÑEZ**  
(Designation/Position)

Dispatched: **MARVIN M. LAO**

Recommended: **AMIEL R. ARMADA**

Approved: **MARLON G. BURLAS**

In-charge, Dispatching

Motor Pool Services, OIC 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

<b>Driver's Name &amp; Signature</b> <i>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.</i>	<b>Filled in by the Head of Party or Requesting Party</b>	
<b>SIGNATURE OVER PRINTED NAME</b> _____	<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> _____ _____ _____	
<b>Name and Signature</b> _____		