



TRIP TICKET

Date Filed : Dec. 7, 2021 Trip Number :
 Scheduled Travel : Dec. 9-10, 2021 Destination : Oriental Hotel Leyte, Baras,
 Date/s : Palo, Leyte
 Departure Time : 6:00 A.M. Driver will report :
 to :
 Purpose : Attend the 4th Quarter Execom Meeting and Year-End Assessment and
 Revisiting of Strategic Plan 2018-2022 Cum General Assembly
 Head of Party : Prof. Rosa Ophelia D. Velarde

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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

Vehicle Type: OVPREI- Mirage

Vehicle Plate No.:

Requesting party:

ROSA OPHELIA D. VELARDE

Director for Research

Dispatched by:

MARLON G. BURLAS

Motor Pool Services Head

Approved by:

MARIA JULIET C. CENIZA

(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?

☐ Yes ☐ No

Was there any purchased
of fuel/lubricant outside
VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in
accident or damaged while in
your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than
official government business?

☐ Yes (Specify) ☐ 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
NONY F. PIAD JR. SIGNATURE OVER PRINTED NAME		Name and Signature	