

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 Scheduled Travel Date/s Departure Time		st 15. 2022 sst 20, 2022 P.M.	Trip Number : Destination : Driver will report to		Zone 23 Baybay City, Leyte Taytayan , Zone 23, Baybay City, Leyete			
Purpose : Burial services of the late Mother of Ms. Arlin B. Flandez								
Head of Party: LEONA	RDO S. TOR	AJA Jr .						
Passenge	Department/Office/Cente			er/Project Contact Number(s)				
1.	· ·	MITTER STREET						
2.		S WOICAL PLANT			OFFIC	E		
3.								
4. 5.								
6.	Date: AUG 1 5 2022							
7.								
8.	Signature:							
9.								
*For more than (10) passengers, use separate sheet.								
/								
Vehicle Type: VSU BUS Requesting party:								
Vehicle Plate No.:								
					LEON	IASO	TORAJA J	K.
Dispatched: Approved: AMIEL R. ARMADA MARLON G. BURLAS MARIO LILIO P. VALENZONA Maintenance in Charge Motor Pool Services Head (Director/Center Director/Agency Head)								
INSTRUCTIONS: Drivers	shall fill in this	part properly.	Drivers are a	accountable for	and are r	esponsible	e for reporting	anv vehicle
damage, defects and accid		ely						
Trip Ticket Issued/Received		Vehicle Condition Fuel & Lubric (Before Travel) Issued/Use		()(Odometer/	Odometer/Mileage Out	
		(201010 Mars), Issued 2000						
Date Returned		Vehicle Condition				rrival/ ime In	Odometer/Mileage In	
		(After Travel)		Balanced	Balariced		em	
	T							
Was the passenger/s following the call time & of fuel/lubrication? Was there are of fuel/lubrication? VSU Campus		ant outside vas the veril		icle involved in accident while in your custody?		Was the vehicle used other than official government business?		
☐ Yes ☐ No	Yes (Specify)	□No	☐ Yes (Specify)		□No	☐ Yes (Specify)		□No
Driver's Name & Signature Filled in by the Head of Party or Requesting Party								
	Service Satisfaction			Driver's OVER ALL RATING				
This vehicle will be use government business or	☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair				
reviewed and complied	☐ 2. Slightly Satisfied			□ 3 Good □ 4 Very Good				
regulations regarding to	☐ 3. Moderately Satisfied			5 Excellent				
Government-Owned Vehic	4. Very Satisfied			Comments & Suggestions				
	5. Extremely Satisfied			Commit		-9903110113		
		LJ O. LARIE	nisiy Galisile	ч				
SIGNATURE OVER PRIM	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.

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