



### TRIP TICKET


Date Filed March 21, 2022 Trip Number : \_\_\_\_\_  
Scheduled Travel Date/s : March 25, 2022 Destination : San Ricardo, Southern, Leyte  
Departure Time : 3:00 A.M. Driver will report to : Guard Post No. 01  
Purpose : Community Outreach to Typhoon Odette victims at San Ricardo, So, Leyte  
**Dr. CHARIS B. LIMBO**

#### Head of Party:

| Passengers       | Department/Office/Center/Project | Contact Number(s) |
|------------------|----------------------------------|-------------------|
| 1. 29 PASSENGERS | Institute Of Human Kinetics      | 563-7395/1046     |
| 2.               |                                  |                   |
| 3.               |                                  |                   |
| 4.               |                                  |                   |
| 5.               |                                  |                   |
| 6.               |                                  |                   |
| 7.               |                                  |                   |
| 8.               |                                  |                   |
| 9.               |                                  |                   |
| 10.              |                                  |                   |

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

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

Requesting party:   
**CHARIS B. LIMBO**  
Director, IHK

Dispatched: \_\_\_\_\_ Recommended: \_\_\_\_\_ Approved: **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 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>  |   | 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><br><input type="checkbox"/> 1. Not Satisfied<br><input type="checkbox"/> 2. Slightly Satisfied<br><input type="checkbox"/> 3. Moderately Satisfied<br><input type="checkbox"/> 4. Very Satisfied<br><input type="checkbox"/> 5. Extremely Satisfied |  | <b>Driver's OVER ALL RATING</b><br><input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair<br><input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good<br><input type="checkbox"/> 5. - Excellent |
|   |   |  | <b>Comments &amp; Suggestions</b>   |
|   | <b>SIGNATURE OVER PRINTED NAME</b>  |  | <b>Name and Signature</b>   |