

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		M	arch	21, 2022	Trip Number :						
Scheduled Travel					Destination :		San Ricardo, Southern, Leyte				
Date/s			March 25, 2022					Guard Post No. 01			
Departure Time : 3:00		3:00 A.M.		_ Driver will report :		Guard Post No. 01					
Purpose		: C	omm	unity Outrea	ch to Typhoo	n Odette victi	ms at Sa	n Ricardo	o, So, Leyte		
Head of Party	:	_ D	r. Ch	IARIS B. LI	МВО						
	assenge	ers			Department/	Office/Cente	r/Projec	t	Contact I	Number(s)	
1. 29 PASSENGERS				Institute Of Human Kin							
2.											
3.											
<u>4.</u> 5.											
6.											
7.											
9.											
10.											
*For more than (10) passe	ngers, use	sepa	rate sheet.	1				7		
Vehicle Type: VSU						Reques	sting part	y: 🗡	Intel		
Vehicle Plate N	No.:								RIS B. LIMB	0	
								Direc	etor, IHK		
Dispatched:			R	ecommende	nded: Approv						
							MA	RIO LIL	IO P. VALEI	NZONA	
Maintenance in Charge Moto				otor Pool Services Head			(Director/Center Director/Agency Head)				
INCTRUCTIONS	. Duiveus	aball fill in	Africa .	ned assessit.	Onivers one	assauntable for	and are	roononoih!	o for reportin	a any vahiala	
INSTRUCTIONS damage, defects					Dilvers are c			esponsibi	e ioi reportin	g arry vernore	
Trip Ticket Issued/Received				Vehicle Co (Before Tr				parture/ me Out	Odometer/Mileage Out		
				(Doloio 11	avon	13340470300					
Date Returned				Vehicle Co		Fuel & Lubrica		rrival/	Odometer/Mileage In		
Date Notallied				(After Tra	avel)	Balanced		ime In	In Samuel		
Was the passenger/s Was there a following the call time & of fuel/lubric						icle involved in					
location?	VSU Car	VSU Campus?		or damaged while in your cu		stody? official g		overnment business?			
Yes	□No	☐ Yes (Specify)			☐ Yes (Spec	ify)	□No	☐ Yes (Specify) ☐ No			
Driver's Na	gnature		Filled in by th	e Head of Part	y or Requesting	Party					
				Service Satisfaction				Driver's OVER ALL RATING			
This vehicle will be used for official government business only. I have				☐ 1. Not Satisfied			☐ 1 Poor ☐ 2 Fair				
reviewed and complied with rules &				☐ 2. Slightly Satisfied				☐ 3 Good ☐ 4 Very Good			
regulations regarding the use of				☐ 3. Moderately Satisfied				☐ 5 Excellent			
Government-Owned Vehicle.				☐ 4. Very Satisfied				Comments & Suggestions			
				☐ 5. Extremely Satisfied							
SIGNATURE OVER PRINTED NAME				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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