

May 16, 2022

Date Filed

## 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

Trip Number

Date/s			Destil	nation :	Baybay.	City Leyte	-Sabang	
Departure Time	8:00AM		Driver	Driver will report		RCCRDC Office		
Departure Time			to					
Purpose		conduct TNA Mangroves	survey, site vi	sit and meeting	of Brgy. P	unta COR	E Group	
Head of Party: EDUARD	OO O. MANGA	OANG						
Passenge	ers	Department/Office/Cente			r/Project		Contact Number(s)	
Rene Jemmar A								
2. Redeem Sosme	ña							
3. 4.								
5.								
6.								
7.								
8.								
9.								
For more than (10) passeng	iers use separat	te sheet						
				_			Muy	
/ehicle Type:	TOYOTA HILUX Reques			sting party: EDUARDO O. MANGAOANG				
/ehicle Plate No.:	AU1296							
					Professo	r, Directo	or, Project leader	
Dispatched:		Recommende	d:	Ap	proved:		nue /	
AMIEL R. ARMADA		1	MARLON G. E	BURLAS	E	DUARDO	O. MANGAOANG	
Maintenance in Charge		Motor Pool Ser	vices Head		(D	irector/Cen	ter Director/Agency Head)	
					· ·			
NSTRUCTIONS: Drivers shand accidents immediately	all fill in this part	properly. Drive	ers are accounta	able for and are re	sponsible fo	or reporting	any vehicle damage, defect	
Trip Ticket Issued/Received		Vehicle Condition (Before Travel)		Fuel & Lubric Issued/Use		parture/ me Out	Odometer/Mileage Out	
	Date Peturned				M 11			
Data Returned		Vehicle Co	ondition	Fuel & Lubric		rrival/	Odometer/Mileage In	
Date Returned		Vehicle Co (After Tr		Fuel & Lubric Balanced	ant A	arrival/ ime In	Odometer/Mileage In	
	Was there any	(After Tr	avel)	Balanced	ant A	ime In		
Vas the passenger/s	Was there any	(After Tr	Was the vehi	Balanced icle involved in a	ant A	ime In  Was the v	vehicle used other than offici	
Vas the passenger/s ollowing the call time & ocation?	fuel/lubricant of Campus?	(After Tr purchased of outside VSU	Was the vehi	Balanced icle involved in a	ant A	Was the v	vehicle used other than officient business?	
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