

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines Telefax: 053-3352601

Office of the President

18 June 2003

MEMORANDUM CIRCULAR NO. 27 Series of 2003

T O: All Office Heads, Deans, Directors and Drivers

R E: New Trip Ticket Form

To save on paper and filing space, effective immediately, please use the new trip ticket form which is to be printed on long size bond paper with 2 trip tickets/sheet. In processing trip ticket, only 4 copies should be prepared to be distributed as follows:

1 copy - office file 1 copy - PPO

1 copy - LSU gasoline depot

1 copy - driver

Guard Post No. 1 shall only record the vehicle dispatched and destination on its logbook instead of retaining a copy.

Old forms can still be used until they are consumed. Office clerks are encouraged to encode the form in their computers and print this in used paper with one clear side.

Let us try to economize not only on paper and ink but also on time.

PACIFINCIA P. MILAN
President

cc:

LSU Drivers

PPO LSU Gasoline Depot Security Office Guard Post No. 1

LEYTE STATE UNIVERSITY Visca, Baybay, Leyte

TRIP TICKET

No. Date

PURPOSE:		DESTINATION:	
HEAD OF PARTY:		DRIVER WILL REF	OPT TO:
HEAD OF PARIL:		DRIVER WILL REF	ORI IO.
PASSENGERS	AMOUNT CI	HARGED	DEPT./OFFICE/CENTER/PROJECT
	7.	,	
PUDE OF USUICIE TO BE DELETED		PROUBETING	ADTV.
TYPE OF VEHICLE TO BE RELEASED		REQUESTING F	ARIY
FLORENCIO MACA Dispatcher	RIOLA		
INSPECTED VEHICLE IN GOOD RUNN	ING CONDITION AND	APPROVED:	
ROAD WORTHY		# 1	PACIENCIA P. MILAN
	Driver .		President/Representative .
O BE ACCOMPLISHED BY THE DRIV	ER:		
Time of Departure	AM/PM_		Iometer Reading
Arrival at LSU Approximate distance traveled in Km	AM/PM	speed	Someter Reading
GASOLINE ISSUED/PURCHASED AND	CONSUMED	IIBRICANT FTC IS	SUED/PURCHASED:
	CONSONED.	· ·	SUBBIT ORCHESDED.
REMARKS:	4		
I HEREBY CERTIFY to the corrects	ess of the above statement of	record of travel	
I HEREBY CERTIFY that I used this	s vehicle on official business a	as stated above	Driver
			Head of Party.
	Visca, Ba	E UNIVERSITY ybay, Leyte TICKET	No. No.
TIME & DATE NEEDED:	Visca, Ba	ybay, Leyte	
PURPOSE:	Visca, Ba	ybay, Leyte TICKET DESTINATION:	Date
PURPOSE:	Visca, Ba	ybay, Leyte TICKET	Date
PURPOSE:	Visca, Ba	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES	Date
PURPOSE: HEAD OF PARTY:	Visca, Ba	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES	DateORT TO:
PURPOSE: HEAD OF PARTY:	Visca, Ba	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES	DateORT TO:
URPOSE: HEAD OF PARTY:	Visca, Ba	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES	DateORT TO:
PURPOSE: HEAD OF PARTY: PASSENGERS	Visca, Ba	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED	Date
PURPOSE: HEAD OF PARTY: PASSENGERS	Visca, Ba	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES	Date
PURPOSE: HEAD OF PARTY: PASSENGERS YPE OF VEHICLE TO BE RELEASED FLORENCIO MACA	Visca, Ba TRIP AMOUNT C	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED	Date
PURPOSE: HEAD OF PARTY: PASSENGERS YPE OF VEHICLE TO BE RELEASED	Visca, Ba TRIP AMOUNT CI	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED	Date
PURPOSE: HEAD OF PARTY: PASSENGERS TYPE OF VEHICLE TO BE RELEASED FLORENCIO MACA Dispatcher	Visca, Ba TRIP AMOUNT CI	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED REQUESTING F	Date ORT TO: DEPT./OFFICE/CENTER/PROJECT PARTY:
PURPOSE: PASSENGERS PASSENGERS PASSENGERS PASSENGERS FLORENCIO MACA Dispatcher NSPECTED VEHICLE IN GOOD RUNN	Visca, Ba TRIP AMOUNT CI	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED REQUESTING F	Date
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PURPOSE: HEAD OF PARTY: PASSENGERS YPE OF VEHICLE TO BE RELEASED FLORENCIO MACA Dispatcher NSPECTED VEHICLE IN GOOD RUNN ROAD WORTHY PER ACCOMPLISHED BY THE DRIV THE OF DEPARTURE THE OF DEPARTURE THE OF DEPARTURE	TRIP AMOUNT CI AMOUNT CI EXIT OF THE PROPERTY OF THE PROPER	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED REQUESTING H APPROVED:	DATE ORT TO: DEPT./OFFICE/CENTER/PROJECT PACIENCIA P. MILAN President/Representative
PURPOSE: PASSENGERS PASSENGERS PASSENGERS PASSENGERS FLORENCIO MACA Dispatcher NSPECTED VEHICLE IN GOOD RUNN ROAD WORTHY PE ACCOMPLISHED BY THE DRIV THE OF Departure Total at LSU PROXIMATE distance traveled in Km.	TRIP AMOUNT CI AMOUNT CI AMOUNT CI EXIT CONDITION AND Driver ER: AM/PM AM/PM AM/PM	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED APPROVED: 20 Speed 20 Speed	DATE ORT TO: DEPT./OFFICE/CENTER/PROJECT PACIENCIA P. MILAN President/Representative
PURPOSE: PASSENGERS PASSENGERS PASSENGERS PASSENGERS FLORENCIO MACA Dispatcher NSPECTED VEHICLE IN GOOD RUNN ROAD WORTHY PE ACCOMPLISHED BY THE DRIV THE OF Departure Total at LSU PROXIMATE distance traveled in Km.	TRIP AMOUNT CI AMOUNT CI AMOUNT CI EXIT CONDITION AND Driver ER: AM/PM AM/PM AM/PM	ybay, Leyte TICKET DESTINATION: DRIVER WILL RES HARGED APPROVED: 20 Speed 20 Speed	DATE ORT TO: DEPT./OFFICE/CENTER/PROJECT PACIENCIA P. MILAN President/Representative
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PURPOSE: PASSENGERS PASSENGERS PASSENGERS PASSENGERS PASSENGERS PROPERTY: PASSENGERS FLORENCIO MACA Dispatcher NSPECTED VEHICLE IN GOOD RUNN ROAD WORTHY PE ACCOMPLISHED BY THE DRIVE OF Departure Passengers PLORENCIO MACA DISPATCHE PROPERTY OF THE PROPERTY O	TRIP AMOUNT CI AMOUNT CI AMOUNT CI ERIOLA ING CONDITION AND Driver ER: AM/PM AM/PM CONSUMED: Li	TICKET DESTINATION: DESTINATION: DRIVER WILL RESERVED REQUESTING F APPROVED: UBRICANT, ETC. IS	DATE ORT TO: DEPT./OFFICE/CENTER/PROJECT PACIENCIA P. MILAN President/Representative
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