



TRIP TICKET

Date Filed: May 26, 2023 Trip Number: _____
 Scheduled Travel Date/s: June 4-5, 2023 Destination: MOLOPOLO, Liloan, Southern Leyte
 Departure Time: 6:00 am Driver will report to: ECO-FARMI
 Purpose: Team Building

Head of Party: JEROME ARRIBADO

Passengers	Department/Office/Center/Project	Contact Number(s)
1. JEROME ARRIBADO		
2. DHENBER LUSANTA		
3. CELESTIAL MANIGO		
4. ODELO BALDOS		
5. REYNANTE MACAPANAS		
6. VANESSA MAY MILAN		
7. JONEL ABABAT		
8. PATROCINIO BARBOSA		
9. ANDONICO ARANCES		
10. FERNANDO BOLASTIG		

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

Vehicle Type: BUS
 Vehicle Plate No.: _____

Requesting party: MARLON G. BURLAS

Head, MPSO and PPES

Dispatched: AMIEL R. ARMADA

Recommended: MARLON G. BURLAS

Approved: JEROME O. ARRIBADO

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

Driver's Name & Signature		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.	Service Satisfaction <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied		Driver's OVER ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	Comments & Suggestions		
	GELBERTO P. VALDEVIESO SIGNATURE OVER PRINTED NAME	Name and Signature	