



TRIP TICKET

Date Filed : Dec. 7, 2021 Trip Number :
 Scheduled Travel : Dec. 9, 2021 Destination : Daniel Z. Romualdez Airport
 Date/s : Tabango, Leyte
 Departure Time : 6:00 A.M. Driver will report to :
 Purpose : Facilitate the submission of sample beverage to FAST laboratories-Cubao Branch for nutritional analysis via plane cargo(Tacloban Airport); Pick-up the signed MOA of the Hydroponics farming technology of VSU(Tabango, Leyte)
 Head of Party : Dindo M. Valeroso

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Dindo M. Valeroso		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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

Vehicle Type: OVPREI- Estrada

Vehicle Plate No.:

Requesting party:

DINDO M. VALEROSO

Science Research Specialist

Dispatched by:

MARLON G. BURLAS

Motor Pool Services Head

Approved by:

MARIA JULIET C. CENIZA

(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?

☐ Yes ☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify) ☐ 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	Driver's OVER ALL RATING
	<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	<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
ARTEMIO NAYRE		
SIGNATURE OVER PRINTED NAME	Name and Signature	