



### TRIP TICKET

Date Filed: December 2, 2021 Trip Number: \_\_\_\_\_  
 Scheduled Travel Date/s: December 9-10, 2021 Destination: Villaba, Leyte  
 Monday  
 Departure Time: 7:00 AM Driver will report to: VSU Main Gate  
 Purpose: COLLECTION OF SOCIO-ECONOMIC DATA/INDICATORS FOR THE STUDY OF DA-SAAD PROJECT

Head of Party: Wendy C. Enerlan

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Wendy C. Enerlan	ViSERDAC	09483851459
2. Reyvin N. Sabanal	ViSERDAC	09513705324
3. Gwendolin H. Omalay	ViSERDAC	
4. Margareth Batistil	ViSERDAC	
5. Ana Liza Recto	ViSERDAC	
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: \_\_\_\_\_

Vehicle Plate No.: \_\_\_\_\_

Dispatched by: \_\_\_\_\_

**MARLON G. BURLAS**

Motor Pool Services Head

Requesting party: \_\_\_\_\_

**MOISES NEIL V. SERIÑO**

Immediate Supervisor

Approved by: \_\_\_\_\_

**MARIO LILIO P. VALENZONA**

(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

<b>Driver's Name &amp; Signature</b>		<b>Filled in by the Head of Party or Requesting Party</b>	
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.	<b>Service Satisfaction</b> <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		<b>Driver's OVER ALL RATING</b> <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
			<b>Comments &amp; Suggestions</b>
	<b>SIGNATURE OVER PRINTED NAME</b>		<b>Name and Signature</b>