



REQUEST FOR USE OF VEHICLE

Requesting Office/Employee: _____

Request No.: _____

Position/Designation: _____

Date Requested: _____

Destination/Place(s): _____

Time Requested: _____

Purpose(s): _____

Authorized Passengers: _____

Date of Travel: _____

Time of Travel: _____

Days of Travel: _____

Name and Signature of Requesting Official/Employee

ACTION ON REQUEST

Driver: _____

Vehicle to be Used: _____

CEASAR M. BANGLOY

Chief Driver

() Approved

() Disapproved due to: _____

FLORIGOLD V. SALDAEN, PhD

Vice President for Administration & Finance

Note: Please accomplish and submit this form at least **five (5) days** before travel for the preparation of Driver’s Ticket.