

REQUEST FOR USE OF VEHICLE

Note: Request for use of vehicle shall be made at least two (2) days from the intended date of use. Failure to use the vehicle at the given date/time forfeits one’s right to use the vehicle assigned.

1.

REQUESTING OFFICE/UNIT

:

DRMD
2.

PURPOSE OF TRIP

:

Conduct Emergency Cash Transfer (ECT) Payout
3.

NAME OF PASSENGER/S

:

DRMD Staff, Lorenzo Esperon 639773266733
4.

PLACE OF TRAVEL

:

Province of Davao de Oro
5.

DATE NEEDED

:

07/01/2024 - 07/02/2024
6.

TIME NEEDED

:

1:00 PM

REQUESTED BY:



CHEER LYNETTE M. MORALES
SIGNATURE OVER PRINTED NAME

DATE REQUESTED: 07/01/2024

RECEIVED BY:

MIKHAIL MIRVIK A. VILLEGAS
SIGNATURE OVER PRINTED NAME

DATE RECEIVED: 07/01/2024

TO BE FILLED OUT BY DISPATCHER

TICKET NO: 2024-07-3839

VEHICLE ASSIGNMENT

DRIVER ASSIGNED

VEHICLE TYPE: Isuzu D Max

NAME: LORENZO ESPERON

PLATE NO.: SAB-4418

CONTACT NO.: 639293304612

REMARKS:

CHECKED BY:

MIKHAIL MIRVIK A. VILLEGAS
DISPATCHER, GENERAL SERVICES SECTION

DATE: 07/01/2024
TIME: 04:59:44

TO BE FILLED OUT BY THE ADMINISTRATIVE SERVICE – GENERAL SERVICES DIVISION/SECTION

☒ AVAILABLE ☐ NOT AVAILABLE
☐ FOR VAN RENTAL

☒ APPROVED
☐ DISAPPROVED
IF DISAPPROVED, PASSENGER TO USE PUBLIC
TRANSPORTATION, SUBJECT TO REIMBURSEMENT
IN ACCORDANCE WITH RELEVANT GUIDELINES.

MIKHAIL MIRVIK A. VILLEGAS
DISPATCHER, GENERAL SERVICES SECTION

ENGR. EUGENE LOUIE C. TAMING
OIC - Administrative Division