

**CIVIL SERVICE COMMISSION – CENTRAL OFFICE****GENERAL SERVICES DIVISION-OFAM****Request for Utility Vehicle (RUV)**

Requesting Official: _____

Date of Trip: _____

Pick-Up Point: _____

Preferred Pick-Up Time: _____

Printed Name & Signature (Dir.III/IV) _____

Destination: _____

Expected Time of

Arrival at Destination: _____

For Airport Pick-up Arrangements

Office: _____

Terminal: _____

Departure: _____

Date of Request: _____

Date of Flight: _____

Arrival: _____

Reason of Use: _____

Name of Passengers:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Passengers with TA will be deducted a certain amount from their TA based on the no. of hours of use. The requesting office/passenger will shoulder the Parking/Toll fees.

NOTICE:

GSD will reflect the names of passengers in the Trip Ticket based on the names of passengers listed in this form. The time of departure should be strictly followed to avoid unnecessary delays. GSD may assign the time of departure based on stated expected time of arrival at the destination or availability of drivers & vehicles which will be communicated to the passenger. It reserves the authority to dispatch assigned vehicle to other requesting offices after the lapse of assigned departure time when it is not properly informed of the change of time. Please coordinate with the GSD Dispatcher.

(To be filled by GSD)

Time of Departure from CSC-CO: _____

RUV No.: _____

Utility Vehicle: _____

Date Received: _____

Plate Number: _____

Assigned Driver: _____

Prepared by: _____

CESAR C. SEBASTIAN

Approved by: _____

Dispatcher Name/ Signature/Date & Time

ESCARLET G. CONDE, CHIEF-GSD