



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND LINKAGES

May 29, 2022

Office Advisory No. 32
Series of 2022

TO : ALL OFFICIALS, FACULTY/ NON-TEACHING STAFF AND CONCERNED
STAKEHOLDERS IN LINGAYEN AND MAIN CAMPUS

ATTENTION: UNIVERSITY DRIVERS and SECURITY
PERSONNEL OF THE MAIN CAMPUS

SUBJECT : NEW GUIDELINES AND PROCEDURES IN VEHICLE SERVICES UNIT OF
THE GENERAL SERVICES OFFICE

1. Please be informed of the new guidelines and procedures in requesting vehicle services in the Lingayen/ Main Campus. Kindly see attached document for reference.
2. For information and compliance.


ELBERT M. GALAS, DIT
Vice President for Administration and Linkages

Noted: 

DEXTER R. BUTED, DBA
University President



A. GUIDELINES

- 1) Any campus/ university official, faculty non-teaching staff or other concerned stakeholder in the Main/ Lingayen Campus requesting for vehicle services has to submit request at least two weeks before the date travel for scheduling.
- 2) The University Drivers under the Vehicle Services Unit of the General Services Office shall stay/ report at the GSO Office located at the third floor of the Administration Building.
- 3) Keys of the University vehicles are available at the OVPAL office located at the 3rd floor of the Administration Building. Usage of the vehicles shall be logged in the GSO office.

B. PROCEDURES IN REQUESTING VEHICLE SERVICES

- 1) The Campus/ University Official or faculty/non-teaching staff in the Main/ Lingayen Campus requesting for vehicle services shall accomplish and submit the **Vehicle Services Form** stating the place of travel, date of travel, purpose of travel and list of passengers for the said travel and submit it to the General Services Office. The requesting employee has to attach his/ her approved travel as validation of such travel.
- 2) The GSO staff shall determine the availability of the vehicle and driver on the requested travel or vehicle service. If available, the GSO staff shall inform the University Driver, record the request at the logbook to avoid conflict of scheduling. In the event that no vehicle and driver is available on the requested travel date, the requesting employee shall be notified at once.
- 3) Prior to the travel, the GSO staff shall accomplish the first part of the **Vehicle Trip Ticket** to include the details of the official travel and the list of passengers, to be authorized by the University President or Vice President for Administration and Linkages.
- 4) On the day of travel, the assigned University Driver shall accomplish the second part of the **Vehicle Trip Ticket** by recording the necessary information from departure to arrival. The Odometer reading shall be recorded by the University Driver.
- 5) Before departure, the Security Personnel on duty shall certify the correctness of the recorded Odometer reading of the vehicle by affixing his signature.
- 6) During or after the travel the authorized passengers shall certify that the vehicle was used on official business stated on the Trip Ticket.
- 7) After the travel and upon arrival at the Main Campus, the University Driver shall record the needed information to the **Trip Ticket**, including the Odometer reading.
- 8) The Security Personnel on duty shall validate the correctness of the Odometer Reading duly written on the Trip Ticket.
- 9) The Security Personnel on duty shall inspect the inner and outer part of the vehicle and accomplish the **Vehicle Inspection Report Form** and submit it to the General Services Office for recording and data processing.
- 10) The duly accomplished Vehicle Trip Ticket shall be submitted to the Office of the President or Office of the Vice President for Administration and Linkages for approval. A photocopy of the Vehicle Trip Ticket shall be submitted to the GSO.



- 11) The GSO staff shall provide **Customer Satisfaction Survey (CSS) Form** to the passengers to determine their satisfaction rating and feedback on the services provided to them. The accomplished CSS form shall be recorded by the GSO staff for data analysis.

Prepared by:


POTENCIANO D. CONTE, JR.
Director, General Services Office


ELBERT M. GALAS, DIT
Vice President for Administration and Linkages

Approved:


DEXTER R. BUTED, DBA
University President

PANGASINAN STATE UNIVERSITY
Main Campus

TRIP TICKET NO. : _____ - 20_____

Fill this form completely in duplicate. Driver must return original copy upon accomplishment. A photocopy must be submitted to the GSO Unit for record management.

DATE OF TRAVEL : _____ VEHICLE PLATE NUMBER : _____

DESTINATION : _____

DRIVER/S : 1. _____ 2. _____

PURPOSE: _____

AUTHORIZED PASSENGER/S:

1.	8.	16.
2.	9.	17.
3.	10.	18.
4.	11.	19.
5.	12.	20.
6.	13.	21.
7.	14.	22.

AUTHORIZED BY :

DR. DEXTER R. BUTED

University President

Date: _____

TRIP DETAILS

DEPARTURE (Before departure, this must be checked and signed by the Security Personnel on-duty)

Checked by :

Date	Time	Place	Odometer Reading	Fuel Volume
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Signature over Printed Name
Guard on Duty

ARRIVAL (After the travel, this must be checked and signed by the Security Personnel on-duty)

Checked by:

Date	Time	Place	Odometer Reading	Fuel Volume
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Signature over Printed Name
Guard on Duty

AUTHORIZED DRIVER/S :

Name and Signature of Driver

Name and Signature of Driver

I/We hereby certify that the vehicle was used on official business as stated above.

Name and Signature of Passenger/s (in order as it is listed above)

1.	9.	17.
2.	10.	18.
3.	11.	19.
4.	12.	20.
5.	13.	21.
6.	14.	22.
7.	15.	23.
8.	16.	24.

APPROVED BY :

DR. DEXTER R. BUTED

University President

Date: _____



VEHICLE RESERVATION REQUEST FORM

PANGASINAN STATE UNIVERSITY
Main Campus

Complete this form when a vehicle is requested for official travel. Reservation must be made a week in advance. If the travel date is within the week of request, this form must be presented to the Office of the Vice President for Administration and Linkages.

Date of filing :
No. : -

TRIP INFORMATION

DATE OF TRAVEL: REQUESTED VEHICLE: ☐ BUS ☐ VAN ☐ COASTER ☐ TRUCK ☐ OTHERS:

DESTINATION:

PURPOSE:

List of Passenger/s (use other sheet if necessary) :

1. 3.
2. 4.

REQUESTOR INFORMATION

NAME :	DESIGNATION :
DEPARTMENT / UNIT :	CONTACT NUMBER:
Name of Requestor :	Remark: <input type="checkbox"/> Vehicle is available on the requested date <input type="checkbox"/> Vehicle is not available on the requested date
Signature	Signature over Printed Name GSO
Designation : Date :	Date :



VEHICLE RESERVATION REQUEST FORM

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Main Campus

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Date of filing :
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TRIP INFORMATION

DATE OF TRAVEL: REQUESTED VEHICLE: ☐ BUS ☐ VAN ☐ COASTER ☐ TRUCK ☐ OTHERS:

DESTINATION:


PURPOSE:

List of Passenger/s (use other sheet if necessary) :

1. 3.
2. 4.

REQUESTOR INFORMATION

NAME :	DESIGNATION :
DEPARTMENT / UNIT :	CONTACT NUMBER:
Name of Requestor :	Remark: <input type="checkbox"/> Vehicle is available on the requested date <input type="checkbox"/> Vehicle is not available on the requested date
Signature	Signature over Printed Name GSO
Designation : Date :	Date :

		<h1>VEHICLE INSPECTION FORM</h1> <p>PANGASINAN STATE UNIVERSITY Main Campus</p>	
<p><i>This form shall be accomplished upon arrival after the travel of any University vehicle used for official travel.</i></p>		Date of Inspection: _____	
		Time of Inspection: _____	
VEHICLE and TRAVEL INFORMATION			
Trip Ticket Number	_____	Vehicle Type	_____
Date	_____	Plate Number	_____
University Driver/s	1. _____ 2. _____		
PARTICULARS		PART / PORTION DESCRIPTION	
Body <input type="checkbox"/> Scratch <input type="checkbox"/> Dent			
Windshield / Windows / Mirrors <input type="checkbox"/> Broken <input type="checkbox"/> Cracked			
Tires <input type="checkbox"/> Flat			
Lights <input type="checkbox"/> Broken Shield <input type="checkbox"/> Busted			
Are the following parts properly functioning?	PARTS	Yes	No
	Horn	<input type="checkbox"/>	<input type="checkbox"/>
	Wiper	<input type="checkbox"/>	<input type="checkbox"/>
	Brake	<input type="checkbox"/>	<input type="checkbox"/>
	Speedometer	<input type="checkbox"/>	<input type="checkbox"/>
	Odometer	<input type="checkbox"/>	<input type="checkbox"/>
	Engine	<input type="checkbox"/>	<input type="checkbox"/>
Clutch	<input type="checkbox"/>	<input type="checkbox"/>	
Other Remarks: _____ _____ _____			
Inspected by: _____ Signature over Printed Guard on Duty		Noted by: _____ Signature over Printed Head, Security Services Unit	
<p><i>Note: A copy of this inspection report should be submitted to the Vehicle Maintenance Unit and the GSO Office. The Campus Administrative Office may keep a copy of this report.</i></p>			



CUSTOMER SATISFACTION SURVEY

Pangasinan State University
Main Campus

OFFICE/ UNIT	GENERAL SERVICES OFFICE		Type of Service	DRIVING/ LOGISTIC SERVICES				
Name of the University Driver								
Route (Starting point to destination and vv)								
Date								
PROFILE OF THE PASSENGER								
Name			Office/ Agency					
Age		Gender		Contact No.				
Client Category	<div><input type="checkbox"/> Students <input type="checkbox"/> Alumni <input type="checkbox"/> Parent <input type="checkbox"/> NGA / NGO <input type="checkbox"/> LGU</div> <div><input type="checkbox"/> Faculty <input type="checkbox"/> Non-teaching <input type="checkbox"/> Regulatory Body <input type="checkbox"/> Community</div> <div><input type="checkbox"/> Others, please specify: _____</div>							
DIRECTION: Below are qualifying statements/ indicators to describe your degree of satisfaction on the service/s provided by the our <u>driving personnel</u> in the University. Please rate your degree of satisfaction using the scale below: 5 – Very Highly Sastisfied 3 – Somewhat Satisfied 1 – Not Satisfied 4 – Highly Satisfied 2 – Slightly Satisfied								
INDICATORS				DEGREE OF SATISFACTION				
				5	4	3	2	1
I am satisfied with...								
1)... the skills of the University Driver in handling situations on the road. He has the skills to control the vehicle in every situation.								
2)... the his proper and complete knowledge about all the necessary rules of the road.								
3)... his patience and self-discipline while driving.								
4)... his alertness all the time on the road for the safety of the passengers.								
5)... his values in treating the passengers.								
6)... how he cared with the vehicle.								
7)... how the University Driver drove, for he was in a good shape.								
Please give your recommendations/ suggestions so we can serve you better and improve the quality of our services. Thank you!								
<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>								
Signature								
Thank you very much for completing the survey!								