



4. Issuance of Trip Ticket

Trip Ticket is needed when requesting the use of the municipal vehicle. All employees are required to get a trip ticket at the office of the GSO

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order/Locator Slip		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit travel Order/Locator Slip	1.1 Checks submitted documents	None	1 minute	Maximo O. Luna, Jr. GSO-Designate Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
	1.2. Checks availability of vehicle & driver to be assigned	None	2 minute	Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
	1.3. If vehicle & driver is available, issue trip ticket and driver's ticket to client	None None	3 minutes	Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
2. Forwards the Trip ticket and Drivers Ticket to the Municipal Mayor for approval	3. Signs Trip Ticket and Driver's Ticket	None	1 minute	Hon. Ma. Caridad P. Clacio – Municipal Mayor
3. Receives approved Trip ticket	4. Release approved trip ticket	None	1 minute	Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
TOTAL		NONE	8 minutes	