



COMPLIANCE CHECKLIST FOR USE OF VEHICLE

CCUV No.: _____

NAME OF COLLEGE/OFFICE: _____

No. of Passengers: _____ (at least 7 pax for mini bus/ 3 pax for van)

NATURE OF ACTIVITY:

- Seminar/Workshop/Convention
- Meeting with other government agency
- Site Inspection
- Post-qualification
- Procurement/Transportation of heavy equipment/supply
- Extension Program
- Competition
- Remittance

Other Conditions:

- When time is of the essence such as submission of reports
- When transportation is not easily accessible

Others: _____

DESTINATION: _____

INCLUSIVE DATE/S AND TIME: _____

CONTACT NO.: _____

REQUIREMENTS:

- Approved Travel Order of Faculty Member/Personnel
- Approved Compliance Checklist for Local Off-Campus Extra Curricular Activities of Students
- Approved Letter / Invitation

NOTE: At least one (1) of the listed requirements must be submitted not later than three (3) days prior to the date of the activity to ensure the availability of vehicles and approval of vehicles.

Submitted by: _____

Checked and received by: _____

(Signature over Printed Name)

Clerk, ODAMS

BulSU-OP-DAMS-01F5

Revision: 2



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