



OFFICE OF THE DEAN
College of Social Sciences and Philosophy
University of the Philippines Diliman

VEHICLE REQUEST FORM

Office requesting the vehicle: _____

Name of authorized passengers: _____

Place or places to be visited/inspected: _____

Purpose: _____

Date and time vehicle will be used: _____

I certify to the correctness of the above statement of record of travel.

It is understood that per diem of the driver, gasoline, and any damage to the vehicle will be shouldered by the requesting unit.

Head of Unit

I hereby certify that I used this government vehicle on official business as stated above.

Driver

Date

Vehicle to be used

Name of Passenger/s

**Subject to the availability of the vehicle*