



TRIP TICKET

Date Filed	June 30, 2025	Trip Number	:	
Scheduled Travel Date/s	July 9, 2025	Destination	:	Carigara, Leyte
Departure Time	6:00am	Driver will report to	:	Eco-FARMI
Purpose	Conduct Training on Natural Farming Inputs (Concoctions), IMO6 and Vermicomposting.			

Head of Party: Jerome O. Arribado

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Odelo B. Baldos	Eco-FARMI	
2. Warren L. Obeda	Eco-FARMI	
3. Reynante G. Macapanas	Eco-FARMI	
4. Jollivie A. Curay	Eco-FARMI	
5. Jerome O. Arribado	Eco-FARMI	
6.		
7.		
8.		

*For more than (10) passengers, use separate sheet.

Vehicle Type: _____
Vehicle Plate No.: _____

Requesting party:
JEROME O. ARRIBADO
(Designation/Position)

Dispatched:
MARVIN M. LAO

In-charge, Dispatching

Recommended:
AMIEL R. ARMADA

Motor Pool Services, OIC Head

Approved:
MARLON G. BURLAS

(Director/Center Director/Agency Head)

INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately

Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In

Was the passenger/s following the call time & location?	Was there any purchased of fuel/lubricant outside VSU Campus?	Was the vehicle involved in accident or damaged while in your custody?	Was the vehicle used other than official government business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No

Driver's Name & Signature	Filled in by the Head of Party or Requesting Party	
<p>This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle.</p> <p>GELBERTO P. VALDEVIESO</p> <p>SIGNATURE OVER PRINTED NAME</p>	Service Satisfaction	Driver's OVER ALL RATING
	<input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	Comments & Suggestions	