



**TRIP TICKET**

Date Filed : September 2, 2025 Trip Number : \_\_\_\_\_  
Scheduled : \_\_\_\_\_ Destination : Alang-alang, Leyte  
Travel Date/s : September 12, 2025  
Departure Time : 6:00 am Driver will report to : Eco-FARMI  
Purpose : Project Orientation and meeting between KAISAHAN NGO, Eco- FARMi Staff, and AECA Project Cluster members of Ormoc City, Leyte and Kananga, Leyte.

Head of Party: Marejen A. Villaremo

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Ten (10) Participants	Ormoc City, Leyte and Kananga, Leyte	
2.		
3.		
4.		
5.		
6.		
7.		

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

Vehicle Type: \_\_\_\_\_  
Vehicle Plate No.: \_\_\_\_\_

Requesting party: MAREJEN A. VILLAREMO  
(Designation/Position)

Dispatched:  
**MARVIN M. LAO**

Recommended:  
**AMIEL R. ARMADA**

Approved:  
**MARLON G. BURLAS**

In-charge, Dispatching

Motor Pool Services, OIC Head

(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?

☐ Yes ☐ No

Was there any purchased of  
fuel/lubricant outside VSU Campus?

☐ Yes (Specify) ☐ No

Was the vehicle involved in  
accident or damaged while in  
your custody?

☐ Yes (Specify) ☐ No

Was the vehicle used other than  
official government business?

☐ Yes (Specify) ☐ No

Driver's Name & Signature

Filled in by the Head of Party or Requesting Party

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.

**SIGNATURE OVER PRINTED NAME**

**Service Satisfaction**

- ☐ 1. Not Satisfied  
☐ 2. Slightly Satisfied  
☐ 3. Moderately Satisfied  
☐ 4. Very Satisfied  
☐ 5. Extremely Satisfied

**Name and Signature**

**Driver's OVER ALL RATING**

- ☐ 1. - Poor ☐ 2. - Fair  
☐ 3. - Good ☐ 4. - Very Good  
☐ 5. - Excellent

**Comments & Suggestions**