



**TRIP TICKET**

Date Filed : October 1, 2025 Trip Number : \_\_\_\_\_  
 Scheduled : \_\_\_\_\_ Destination : Kananga, Leyte  
 Travel Date/s : October 6, 2025  
 Departure Time : 7:00 am Driver will report to : FARMI  
 Purpose : Season Long Training on Onion Production under AECA Project.

Head of Party: Marejen A. Villaremo

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Marejen A. Villaremo	FARMI	
2.		
3.		

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

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

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

Dispatched:  
**AMIEL R. ARMADA**

Recommended:  
**DODONG NEIL L. BARRIENTOS**

Approved:  
**MARLON G. BURLAS**

In-charge, Rep. & Maint.

Motor Pool Services, 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?	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

<b>Driver's Name &amp; Signature</b>		<b>Filled in by the Head of Party or Requesting Party</b>	
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.  <b>SIGNATURE OVER PRINTED NAME</b>		<b>Service Satisfaction</b>	
		<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	
		<b>Driver's OVER ALL RATING</b> <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 <b>Comments &amp; Suggestions</b>	
		<b>Name and Signature</b>	