

# ITINERARY OF TRAVEL No. \_\_\_\_\_

Date: Sept. 29, 2025

Name:

Artemio T. Nayre

Position:

Adm. Aide III

Monthly Salary: ₱

Official Station: VSU, Visca, Baybay City Leyte

Residence: Cogon, Baybay City, Leyte

Purpose of Travel: Please see attested trip tickets.

Date	Places to be Visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Jan. 13/25	VSU – Quinapondan, E. Samar	6:00 AM	10:00 AM	(2 nights m. : 200 x 2 = 400.00) (3 meals : 450 x 3 = 1,350) (7 meals : 150 x 7 = 1,050) Total : 2,750.00	-
14	At Quinapondan, E. Samar				-
15	Eastern Samar - VSU	4:00 PM	9:10 PM		-
Jan. 28	VSU – Abuyog	1:00 PM	2:30 PM	Univ	-
	Abuyog – VSU	6:50 PM	8:19 PM		-
Feb. 5	VSU – Inopacan, Hindang, Hilongos, Bato, Matalom, Maasin, Macrohon, Tomas Oppus, Padre Burgos, Libagon, Sogod & Bontoc	6:00 AM	8:00 AM	Univ. Vehicle	450.00 ✓
	Bontoc – VSU	3:30 PM	5:25 PM	Univ. Vehicle	-
Feb. 7	VSU – Malitbog, Liloan-St. Bernard, Hinunangan, Hinundayan, Silago	5:45 AM	9:00 AM	Per diems	600.00 ✓
	Silago - VSU	4:50 PM	7:33 PM	Univ. Vehicle	-
Feb. 10	VSU – E. Samar	5:00 AM	10:00 AM	Per diems	4,500.00 ✓
11	In the parts of Eastern Samar...				
12	Samar - VSU	5:20 PM	11:00 PM		3,900.00
TOTAL					P 10,350.00- 7,950.00

I certify that (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

**CATHERINE C. ARRADAZA**  
Director, Extension

Prepared by: (Official/Employee)

ARTEMIO T. NAYRE

Approved by: (Head of Agency)

**PROSE IVY G. YEPES**  
President

		Date: Sept. 29, 2025	
Name: Artemio T. Nayre		Position: Adm. Aide III	Monthly Salary: ₱
Official Station: VSU, Visca, Baybay City Leyte		Residence: Cogon, Baybay City, Leyte	
Purpose of Travel: Please see attested trip tickets.			

Date		Places to be Visited (Destination)	TIME		Means of Transportatio	Travelling Allowance
			Departure	Arrival		
Feb.	14/25	VSU – Mahaplag, Abuyog, Dulag, Palo, Tacloban, Basey, Marabut and Babatngon, Leyte	6:00 AM	11:30 AM	Univ. Vehicle	-
		Babatngon - VSU	4:50 PM	7:25 PM	Per diem	600.00
Feb.	20	VSU – McArthur, Mayorga, Julita, Alang-alang, Burauen, La Paz, Tabon-Tabon, San Miguel & Barugo	6:22 AM	10:00 AM	Univ. Vehicle	-
		Barugo - VSU	5:10 PM	7:15 PM	Per diems	600.00
Mar.	31	VSU – Leyte-Leyte, Almeria, Biliran, Lauaan, E. Samar, Mayorga, Alang-alang & Javier	6:00 AM	12:00 PM	Univ. Vehicle	-
		Javier - VSU	4:00 PM	7:35 PM	Per diem	600.00
April	11	VSU – San Isidro, Leyte	6:30 AM	9:00 AM	Univ. Vehicle	-
		San Isidro – VSU	5:00 PM	7:35 PM	Per diem	600.00
June	13	VSU – Sogod, So. Leyte	8:32 AM	9:45 AM	Univ. Vehicle	-
		Sogod – VSU	1:10 PM	2:43 PM	Per diem	300.00
Sept.	22	VSU – Matalom	6:30 AM	8:15 AM	Univ. Vehicle	-
		Matalom – VSU	11:45 AM	1:25 PM	Per diem	450.00
	23	VSU – Matalom	6:45 AM	8:00 AM	Univ. Vehicle	-
		Matalom – VSU	3:20 PM	5:18 PM	Per diem	450.00
	24	VSU – Matalom	6:45 AM	8:00 AM	Univ. Vehicle	-
		Matalom - VSU	3:40 PM	5:10 PM	Per diem	450.00

**TOTAL** P 4,050.00

I certify that (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

**CATHERINE C. ARRADAZA**  
Director, Extension

Prepared by: (Official/Employee)

ARTEMIO T. NAYRE

Approved by: (Head of Agency)

**PROSE IVY G. YEPES**  
President





## TRIP TICKET

Date Filed: January 6, 2025	Trip Number:
Departure Date: January 13, 2025	Destination: Quinapondan, Eastern Samar
Departure Time: 6:00 AM	Driver will report to:
Purpose: To conduct Dr. Antonio P. Abamo to the above place.	
Head of the Party: Dr. Antonio P. Abamo	

Passengers	Department/Office/Center/Project	Contact Numbers
1.		
2.		
3.		
4.		
5.		
6.		

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

Vehicle type:

STRAVA

Requesting Party:

Vehicle Plate No.:

CAT 9676

ANTONIO P. ABAMO

Faculty

Dispatch:

MARVIN M. LAO

Dispatching In-charge

Recommended:

AMIEL R. ARMADA

Motor Pool Services, OIC, Head

Approved:

MARLON G. BURLAS

Motor Pool Service 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
JAN 06, 2025	GOOD		6:00 am	92,098
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
JAN 15, 2025	GOOD		9:10 pm	93,348
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 and 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.	<b>Service Satisfaction</b>	<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestions</b>
<input type="checkbox"/> 5. Extremely Satisfied		
(Name and Signature)	(Name and Signature)	





## TRIP TICKET

000101

Date Filed: January 27, 2025	Trip Number:
Departure Date: January 28, 2025	Destination: Abuyog, Leyte
Departure Time: 1:00 PM	Driver will report to:
Purpose: To conduct Dr. Catherine C. Arradaza & Co. to the above place.	
Head of the Party: Dr. Catherine C. Arradaza	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Dr. Max Theo Quimilat		
2. Dr. Quenstein D. Lauzon		
3.		
4.		
5.		
6.		

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

Vehicle type: STRADA

Requesting Party:

Vehicle Plate No.: EX 9676

CATHERINE C. ARRADAZA  
 Director, Extension

Dispatch: MARVIN M. LAO  
 Dispatching In-charge

Recommended: AMIEL R. ARMADA  
 Motor Pool Services, OIC, Head

Approved: MARLON G. BURLAS  
 Motor Pool Service 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
<u>Jan. 28, 2025</u>	<u>GOOD</u>		<u>1:00 PM</u>	<u>93,705</u>
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
<u>Jan. 28, 2025</u>	<u>GOOD</u>		<u>8:19 PM</u>	<u>93,807</u>

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 and 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.	<b>Service Satisfaction</b>	<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestions</b>
<input type="checkbox"/> 5. Extremely Satisfied		
<u>ARTEMIO NAYRE</u> (Name and Signature)	<u>[Signature]</u> (Name and Signature)	





## TRIP TICKET

0001/0

Date Filed: January 28, 2025	Trip Number:
Departure Date: <del>January 29-31, 2025</del> February 2-14, 2025 <i>OSP</i>	Destination: Parts of Leyte & So. Leyte
Departure Time: 6:00 AM	Driver will report to:
Purpose: To conduct Ms. Shirley T. Nayre & Co. to the above places. <i>(Distribute FTD 2025 invitations)</i>	
Head of the Party: Ms. Shirley T. Nayre	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Ms. Angel Llarenas		
2. Mr. Linus Masandag		
3.		
4.		
5.		
6.		

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

Vehicle type: *STRODA*

Requesting Party:

Vehicle Plate No.: *OST 9076*

*Cath*  
**CATHERINE C. ARRADAZA**  
Director, Extension

Dispatch:

Recommended:

Approved:

*M*  
**MARVIN M. LAO**  
Dispatching In-charge

*AM*  
**AMIEL R. ARMADA**  
Motor Pool Services, OIC, Head

*M*  
**MARLON G. BURLAS**  
Motor Pool Service 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
<i>JAN. 29, 2025</i>	<i>Good</i>		<i>6:00 am</i>	<i>93,927</i>
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
<i>FEB 05, 2025</i>	<i>Good</i>		<i>5:25 pm</i>	<i>94,622</i>
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?
<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 and 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.	<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>	
<i>ARTEMIO L. NAYRE</i> (Name and Signature)	<i>A</i> (Name and Signature)	





## TRIP TICKET

000160

Date Filed: January 28, 2025	Trip Number:
Departure Date: <del>January 29-31, 2025</del> February 2-4, 2025	Destination: Parts of Leyte & So. Leyte
Departure Time: 6:00 AM	Driver will report to:
Purpose: To conduct Ms. Shirley T. Nayre & Co. to the above places. (Distribute FFD 2025 invitations)	
Head of the Party: Ms. Shirley T. Nayre	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Ms. Angel Llarenas		
2. Mr. Linus Masandag		
3.		
4.		
5.		
6.		

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

Vehicle type: STRADA

Requesting Party:

Vehicle Plate No.: CAT 0076

CATHERINE C. ARRADAZA

Director, Extension

Dispatch:

Recommended:

Approved:

MARVIN M. LAO

Dispatching In-charge

AMIEL R. ARMADA

Motor Pool Services, OIC, Head

MARLON G. BURLAS

Motor Pool Service 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
Jan. 27, 2025	GOOD		5:45 AM	14,219
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
Feb. 7, 2025	GOOD		7:00 PM	14,505
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?
<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
				Was the vehicle used other than official government business?
				<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No

Driver's Name and 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.	Service Satisfaction	Driver's OVER ALL RATING
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
	<input type="checkbox"/> 4. Very Satisfied	
	<input type="checkbox"/> 5. Extremely Satisfied	Comments & Suggestions
ARTEMIO NAYRE (Name and Signature)	(Name and Signature)	





## TRIP TICKET

Date Filed: February 6, 2025	Trip Number: 000169
Departure Date: February 10-12, 2025	Destination: Eastern, Western & Northern, Samar
Departure Time: 5:00 AM	Driver will report to:
Purpose: To conduct Mr. Cris Julius B. Nayre & Co. to the above places re DISTRIBUTE invitation letters for Farmers & Fisherfolk's Day 2025.	
Head of the Party: Ms. Shirley T. Nayre	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Mr. Linus Masandag		
2.		
3.		
4.		
5.		
6.		

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

Vehicle type: STRADA

Requesting Party:

Vehicle Plate No.: CAT 9076

CATHERINE C. ARRADAZA

Director, Extension

Dispatch:

MARVIN M. LAO

Dispatching In-charge

Recommended:

AMIEL R. ARMADA

Motor Pool Services, OIC, Head

Approved:

MARLON G. BURLAS

Motor Pool Service 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
FEB. 08, 2025	GOOD		5:00 am	94,000
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
FEB. 12, 2025	GOOD		11:20 pm 2/12/2025	95,000
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 and 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.	<b>Service Satisfaction</b>	<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
	<input type="checkbox"/> 4. Very Satisfied	
<input type="checkbox"/> 5. Extremely Satisfied	<b>Comments &amp; Suggestions</b>	
ARTEMIO NAYRE (Name and Signature)	(Name and Signature)	





## TRIP TICKET

000203

Date Filed: February 11, 2025	Trip Number:
Departure Date: February 14, 2025	Destination: Mahaplag, Abuyog, Dulag, Palo & Tacloban City, <b>BABAY, MARABUT</b>
Departure Time: 6:00 AM	Driver will report to: <b>BABATNONG</b>
Purpose: To conduct Mr. Cris Julius B. Nayre to the above places re DISTRIBUTE invitation letters for Farmers & Fisherfolk's Day 2025.	
Head of the Party: Ms. Shirley T. Nayre	

Passengers	Department/Office/Center/Project	Contact Numbers
1.		
2.		
3.		
4.		
5.		
6.		

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

Vehicle type: **STRADA**

Requesting Party:

Vehicle Plate No.: **CAT 9276**

**CATHERINE C. ARRADAZA**  
Director, Extension

Dispatch:

**MARVIN M. LAO**  
Dispatching In-charge

Recommended:

**AMIEL R. ARMADA**  
Motor Pool Services, OIC, Head

Approved:

**MARLON G. BURLAS**  
Motor Pool Service 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
<b>FEB. 11, 2025</b>	<b>GOOD</b>		<b>6:00 AM</b>	<b>9540</b>
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
<b>FEB. 14, 2025</b>	<b>GOOD</b>		<b>7:25 PM</b>	<b>95,913</b>
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 and Signature  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.	Filled in by the Head of Party or Requesting Party		
	Service Satisfaction		Driver's OVER ALL RATING
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor	<input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good	<input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent	
<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestions		
<input type="checkbox"/> 5. Extremely Satisfied			
(Name and Signature)	(Name and Signature)		





### TRIP TICKET

000241

Date Filed: February 19, 2025	Trip Number:
Departure Date: February 20, 2025	Destination: McArthur, Mayorga, Julita, Tabontabon, San Miguel, and Barugo
Departure Time: 6:30 AM	Driver will report to:
Purpose: To deliver FFD/ UGMAD 2025 communication letters and sponsorship packages to parts of Leyte	
Head of the Party: Shirley T. Nayre	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Cris Julius B. Nayre		
2.		
3.		
4.		
5.		
6.		

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

Vehicle type: **STRADA**

Requesting Party:

Vehicle Plate No.: **GT 9676**

**CATHERINE C. ARRADAZA**  
Extension Director

Dispatch:

**MARVIN M. LAO**  
Dispatching In-charge

Recommended:

**AMIEL R. ARMADA**  
Motor Pool Service Head

Approved:

**MARLON G. BURLAS**  
Head, GSD

**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
<b>FEB. 18, 2025</b>	<b>GOOD</b>		<b>6:22 am</b>	<b>95,916</b>
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
<b>FEB 20, 2025</b>	<b>GOOD</b>		<b>7:15 pm</b>	<b>96,168</b>
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 and 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 &amp; regulations regarding the use of Government-Owned Vehicle.</p>	<b>Service Satisfaction</b>	<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestions</b>
<input type="checkbox"/> 5. Extremely Satisfied		
<b>ARTEMIO NAYRE</b> (Name and Signature)	<b>(Name and Signature)</b>	





## TRIP TICKET

000504

Date Filed: March 11, 2025	Trip Number:
Departure Date: March <del>24-28</del> 31, 2025	Destination: Leyte-leyte, Almeria, Biliran, Lauaan, E. Samar,, Mayorga, Alang-alang, Javier & Baybay
Departure Time: 5:30 AM	Driver will report to:
Purpose: To conduct Dr. Catherine C. Arradaza & UGMAD evaluators team to the above places re site/field evaluation for 2025 Farmers & Fisherfolks' Day.	
Head of the Party: Dr. Catherine C. Arradaza	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Please see attached sheets		
2.		
3.		
4.		
5.		
6.		

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

Vehicle type: STRADA

Requesting Party:

Vehicle Plate No.: CAT 922C

**CATHERINE C. ARRADAZA**  
Director, Extension

Dispatch:

**MARVIN M. LAO**

Dispatching In-charge

Recommended:

**AMIEL R. ARMADA**

Motor Pool Services, OIC, Head

Approved:

**MARLON G. BURLAS**

Motor Pool Service 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
MARCH 28, 2025	CAD		6:00 am	08,552
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In
MARCH 31, 2025	GSP		7:35 pm	78,878
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 and Signature</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.	Filled in by the Head of Party or Requesting Party	
	<b>Service Satisfaction</b>	<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestions</b>	
<input type="checkbox"/> 5. Extremely Satisfied		
<b>ARTEMIO MAYRE</b> (Name and Signature)	(Name and Signature)	





## TRIP TICKET

Date Filed: March 24, 2025	Trip Number: 000591
Departure Date: April 4, 2025	Destination: San Isidro, Leyte
Departure Time: 6:00 AM	Driver will report to:
Purpose: To conduct Dr. Rosario Salas & Co. to the above place. re Training on Hydroponics Livelihood Program	
Head of the Party: Ms. Marianne Joyce de Caiman-Gallego	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Dr. Rosario A. Salas	DOH	
2.		
3.		
4.		
5.		
6.		

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

Vehicle type: STRADA

Requesting Party:

Vehicle Plate No.: CAT 9076

SHIRLEY T. NAYRE

AA IV

Dispatch:

Recommended:

Approved:

MARVIN M. LAO

Dispatching In-charge

AMIEL R. ARMADA

Motor Pool Services, OIC, Head

MARLON G. BURLAS

Motor Pool Service 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
APRIL 8, 2025	GOOD		6:30 AM	99,197
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
APRIL 11, 2025	GOOD		7:35 PM	101,435
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 and 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.	Service Satisfaction	Driver's OVER ALL RATING
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor <input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good <input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent
	<input type="checkbox"/> 4. Very Satisfied	Comments & Suggestions
<input type="checkbox"/> 5. Extremely Satisfied		
ARTEMIO NAYRE (Name and Signature)	(Name and Signature)	





### TRIP TICKET

Date Filed: June 10, 2025	Trip Number: 000986
Departure Date: June 11, 2025	Destination: Sogod, Southern Leyte
Departure Time: 8:30 AM	Driver will report to:
Purpose: To deliver the MOA document to SLSU	
Head of the Party: Dr. Catherine C. Arradaza	

Passengers	Department/Office/Center/Project	Contact Numbers
1. Cris Julius B. Nayre	ODE	
2.		
3.		
4.		
5.		
6.		

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

Vehicle type: STRADA

Requesting Party:

Vehicle Plate No.: CBT 927C

CATHERINE C. ARRADAZA

Extension Director

Dispatch:

Recommended:

Approved:

MARVIN M. LAO

Dispatching In-charge

AMIEL R. ARMADA

Motor Pool Service Head

MARLON G. BURLAS

Head, GSD

**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
JUNE 11	GOOD		8:32 am	102, 125
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
JUNE 13	GOOD		2:43 pm	102, 225
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 and 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.	<b>Service Satisfaction</b>		<b>Driver's OVER ALL RATING</b>
	<input type="checkbox"/> 1. Not Satisfied	<input type="checkbox"/> 1. Poor	<input type="checkbox"/> 2. Fair
	<input type="checkbox"/> 2. Slightly Satisfied	<input type="checkbox"/> 3. Good	<input type="checkbox"/> 4. Very Good
	<input type="checkbox"/> 3. Moderately Satisfied	<input type="checkbox"/> 5. Excellent	
	<input type="checkbox"/> 4. Very Satisfied	<b>Comments &amp; Suggestions</b>	
<input type="checkbox"/> 5. Extremely Satisfied			
(Name and Signature)	(Name and Signature)		





**TRIP TICKET**

001633

Date Filed : Sept. 9, 2025  
 Scheduled :  
 Travel Date/s : Sept. 22-24, 2025  
 Departure Time : (Everyday stay out)  
 7:00 AM  
 Purpose : To conduct Extension Staff & Co.to the above place. Re Training on Financial Management.

Trip Number :  
 Destination : MATASMAN GW  
Beto, Leyte  
 Driver will report to :

Head of Party: Dr. Catherine C. Arradaza

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: STRADA  
 Vehicle Plate No.:

Requesting party: Cathy  
**CATHERINE C. ARRADAZA**

Dispatched: AMIEL R. ARMADA

Recommended: DODONG NEIL BARRIENTOS

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
<u>Sept 18, 2025</u>	<u>Good</u>			<u>101, 701</u>
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
<u>Sept 24, 2025</u>	<u>Good</u>			<u>110, 052</u>

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

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.

ARTEMIO NAYRE  
 SIGNATURE OVER PRINTED NAME

Filled in by the Head of Party or Requesting Party

Service Satisfaction

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

Driver's OVER ALL RATING

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

Comments & Suggestions

Name and Signature