ITINERARY OF TRAVEL No.

Date: Sept. 29, 2025

Name:

Artemio T. Nayre

Position:

Monthly Salary: ₽

Official Station: VSU, Visca, Baybay City Leyte

Adm. Aide III

Residence: Cogon, Baybay City, Leyte

Purpose of Travel: Please see attested trip tickets.

D	ate	Places to be Visited	TIM	E	Means of	Travelling
		(Destination)	Departure	Arrival	Transportatio	Allowance
Jan. Jan.	13/25 14 15	VSU - Quinapondan, E. Samar At Quinapondan, E. Samar 20045 Acc Eastern Samar - VSU 3 VON S MEANS VSU - Abuyog Abuyog - VSU	6:00 AM = 1,500 4:00 PM 1:00 PM 6:50 PM	10:00 AM 9:10 PM 2:30 PM 8:19 PM	(2 Myselson. (3 cass Sopt Sopt Sopt Sopt Sopt Sopt Sopt Sopt	2 - 1000 g
Feb.	5	VSU – Inopacan, Hindang, Hilongos, Bato, Matalom, Maasin, Macrohon, Tomas Oppus, Padre Burgos, Libagon, Sogod & Bontoc	6:00 AM	8:00 AM	Univ	Sol. E.
Feb.	7	VSU – Malitbog, Liloan-St. Bernard, Hinunangan, Hinundayan,	3:30 PM 5:45 AM	5:25 PM 9:00 AM	Univ. Vehicle Univ. Vehicle	450.00
		Silago Silago - VSU	4:50 PM	7:33 PM	Per diems	600.00
Feb.	10 11	VSU – E. Samar In the parts of Eastern Samar	5:00 AM	10:00 AM	Univ. Vehicle	-
	12	Samar - VSU	5:20 PM	11:00 PM	Per diems	4,500.00 g
					TOTAL	P 10,350.0

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.

Approved by: (Head of Agency)

Prepared by: (Official/Employee)

CATHERINE C. ARRADAZA

Director, Extension

PROSE IVY G. YEPES

ARTEMIO'T. NAYRE

President

Date: Sept. 29, 2025

Residence: Cogon, Baybay City, Leyte

Position:

Monthly Salary: ₽ Artemio T. Nayre Adm. Aide III

Purpose of Travel: Please see attested trip tickets.

Date		Places to be Visited	TIM	Œ	Means of	Travelling	
		(Destination)	Departure	Arrival	Transportatio	Allowance	
Feb.	14/25	VSU – Mahaplag, Abuyog, Dulag, Palo, Tacloban, Basey, Marabut and Babatngon, Leyte	6:00 AM	11:30 AM	Univ. Vehicle	-	
	1.4	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 San Isidro – VSU	6:30 AM 5:00 PM	9:00 AM 7:35 PM	Univ. Vehicle Per diem	600,00	
June	13	VSU - Sogod, So. Leyte				000100	
June	13	Sogod – VSU	8:32 AM 1:10 PM	9:45 AM 2:43 PM	Univ. Vehicle Per diem	300.00	
Sept.	22	VSU – Matalom Matalom – VSU	6:30 AM 11:45 AM	8:15 AM 1:25 PM	Univ. Vehicle Per diem	450.00	
	23	VSU – Matalom Matalom – VSU	6:45 AM 3:20 PM	8:00 AM 5:18 PM	Univ. Vehicle Per diem	450,00	
	24	VSU – Matalom Matalom - VSU	6:45 AM 3:40 PM	8:00 AM 5:10 PM	Univ. Vehicle Per diem	450.00	

Prepared by: (Official/Employee)

Approved by: (Head of Agency)

PROSE IVY G. YEPES

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

Name:

Official Station: VSU, Visca, Baybay City Leyte

ARTEMIO T. NAYRE

President

TOTAL

P 4,050.00





Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed: January 6,	2025	No.	Trip !	Trip Number:					
Departure Date: Janua	(4	125		nation: Quina	pondan	Fastern S	amar		-
Departure Time: 6:00	98 A 70	,20		r will report to		Edoto/// O	airrai		
Purpose: To conduct [10200	io D. Ahama to the a		i wiii report to	,. 				
			bove place.						
Head of the Party: Dr.	Antonio	P. Abamo							
Dassen	gere	Den	artment/Offi	ce/Center/Pro	piect		Conta	ct Numbers	
Passen 1.	yers	Бер	artifierit/Offi	ment/Office/Center/Project Contact Num					y employ
2.						Print.	Y51	VL PLANT	DEFICE
3. 4.						- August	grate at		T 53
5.				f /\		10	P		Later Car
6.						17.8	Gez.	JAN OR PI	M.
*For more than 10 passen	gers, use s	separate sheet.				Sign	natur	+	
Vehicle type: <	7.100			Requesting	Party:		(
,,	MA	2020				1	form	~	
Vehicle Plate No.:	MT C	2020			1	ANTONIO		MO	•
						Fa	culty	3	
Dispatch:	_	Recomm	nended:			Approve	1 1	1	
Ziopatori:		110001111		1		Applo	16/	Jay	
MARVINI	I. LAO		AMIELR	ARMADA -		MARL	ON G. BI	URLAS	
Dispatching	and the second second			vices, OIC, He		Section 114 Dec	ool Servi		
INSTRUCTIONS: Driv		The second secon	ly. Drivers a	re accountabl	e for and	are respo	nsible for	r reporting any	vehicle
damage, defects, and Trip Ticket		/ehicle Condition	Fuel 8 I	Lubricant		Departure/			7. (5=17.0)
Issued/Received	1	(Before Travel)		Issued/Used		Time Out		Odometer/Milea	age Out
Jan 09, 2025		om		6				92,698	,
Date Returned	\	/ehicle Condition		Fuel & Lubricant		Arrival/		Odometer/Mile	eage In
	_	(After Travel)	Bala	nced		Time In		W	
down do son		Com			9:10	PM	20110	93, 340	3
Was the passenger/s foll	owing	Was there any purcha		Was the vehi			Was the	e vehicle used oth	her than
the call time & location?		fuel/lubricant outside Campus?	VSU	accident or d		hile in	official g	government busir	ness?
0,4	0	☐ Yes (Specify)	□No	Yes (Spec		□ No	☐ Yes ((Specify)	□No
□Yes	□No		6						
Driver's Name and Sig	gnature			in by the Head	of Party of	The state of the s			
		Service 1. Not Satisfied	e Satisfacti	ion	01	Poor	r's OVER	2. Fair	
This vehicle will be used	11.77	AND SALVESTICATION OF THE SALVESTICATION OF							
official government busin only. I have reviewed an		2. Slightly Satisfi	Company of the Compan			Good		4. Very Go	od
complied with rules & reg	ulations	☐ 3. Moderately Sa ☐ 4. Very Satisfied	The Market State of the State o		U.5.	Excellent			
	regarding the use of Government-Owned Vehicle.				Con	nments &	Suggest	tions	
TARGET SERVICES CONTRACTOR OF STATE OF		☐ 5. Extremely Sat	isfied						
Angeno T. NO	*WE	(XXX)	u J						
Name and Signat	ture)	7		(Name a	and Sign	ature)			

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PPO-14 v00 02-28-2022

No





Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

000101

Date Filed: January 27,	ate Filed: January 27, 2025				Trip Number:					
Departure Date: Januar	y 28, 20	025	Dest	ination: Abu	yog, Leyte	-				
Departure Time: 1:00 Pl	М		Drive	er will report	to:					
Purpose: To conduct Dr	. Cathe	rine C. Arradaza & 0	Co. to the ab	ove place.						
Head of the Party: Dr. 0				•						
Passenge	ers	Der	partment/Off	ice/Center/Pr	roject		Contac	t Numbers	Prop	
1. Dr. Max Theo Quimila				ioo, oonton i	oject	PHYS	1 Gothac	a rightpers	MILE	
2. Dr. Quenstein D. Lau	zon					THE IL	1 63	1111		
3.						IL T	a link the	- N W A	200 Emp	
4.						Date:	J	AN 28 AN	4.	
5.						-		1		
6. *For more than 10 passenge	re usa s	separate sheet				Signa	Cure:			
Vehicle type: STR Vehicle Plate No.: G Dispatch:	12	9676	mended:	Requestin	CAT		C. ARRAI Extension			
MARVIN M.		9	AMIELR	ARMADA	1		ON G. BU			
Dispatching In-				vices, OIC, F			ool Servic			
INSTRUCTIONS: Driver			rly. Drivers a	re accountai	ble for and a	re respo	nsible for	reporting any	vehicle	
damage, defects, and a	-									
Trip Ticket	1.00	ehicle Condition Fuel & Lubricant				eparture/		Odometer/Mile	age Out	
Issued/Received		(Before Travel)	· Issue	Issued/Used		ime Out		Odometer/wille	age Out	
Jan. 29, 200	6	-org		6.):0		Pty	4	ना, नव्ह		
Date Returned	V	ehicle Condition (After Travel)	Fuel & Lubricant Balanced			Arrival/ Time In		Odometer/Mileage In		
JAW. 28, 20X	6	SMO			8:19	pm	0	13, 8m	-	
Was the passenger/s follow the call time & location?	ving	Was there any purch fuel/lubricant outside Campus?		Was the vehicle involve accident or damaged w your custody?		ged while in Wa		Was the vehicle used other the official government business:		
□Yes	□No	Yes (Specify)	□No	Yes (Spe	cify)	□No	Yes (S	specify)	□No	
							d			
Driver's Name and Sign	ature		Filled	in by the Hea	d of Party or	Requestin	g Party			
			ce Satisfact	ion		Drive	r's OVER	ALL RATING	3	
This vehicle will be used for	_	1. Not Satisfied			□1. I			2. Fair		
official government busines		2. Slightly Satisf	ied		□3. (Good	-	4. Very Go	ood	
only. I have reviewed and		3. Moderately S				Excellent				
complied with rules & regul regarding the use of		☐4. Very Satisfied	Philipping Co.		100000000000000000000000000000000000000					
Government-Owned Vehicl	e.	☐ 5. Extremely Sa			Com	nents &	Suggesti	ons		
1	Λ		usileu							
ARTEMIO NAXRI	E	(at	7							
(Name and Signatur		7		(Name	and Signa	ture)				
		1		•		,				

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No.





Visca, Baybay City, Leyte, PHILIPPINES

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TRIP TICKET

Date Filed: January 28, 2025	5	Trip	Trip Number:							
Departure Date: January 29-	31, 2025 hall 2025	Dest	Destination: Parts of Leyte & So. Leyte							
Departure Time: 6:00 AM	p-14,200 00 P	Drive	Driver will report to:							
Purpose: To conduct Ms. Sh	irley T Navre & Co		A CONTRACTOR OF THE PARTY OF TH		2 22 42	1				
		to the above p	laces. (Distrik	nte FFD 2025	iwitah	ins)				
Head of the Party: Ms. Shirl	ey I. Nayre									
Passengers		Department/Offi	ica/Cantar/Dro	iact	Cor	ntact Numbers				
Ms. Angel Llarenas		Department/On	ice/Center/F10	ject	Col	itact Numbers				
2. Mr. Linus Masandag										
3.										
4. 5.										
6.										
*For more than 10 passengers, us	se separate sheet.									
Vehicle Plate No.: 665	9026		Requesting	CATHERIN	E C. ARI					
Dispatch:	2		ARMADA	Appro	red LONG.	BURLAS	-			
Dispatching In-cha		Motor Pool Ser				rvice Head				
INSTRUCTIONS: Drivers sh		perly. Drivers a	ire accountable	e for and are res	ponsible	for reporting any	vehicle			
damage, defects, and accide	Vehicle Condition	Fuel 9	Lubricant	Denetin	.,					
Issued/Received	(Before Travel)		d/Used	Departure Time Ou		Odometer/Mil	eage Out			
JAN. 29 pors	Coro					93,02	1			
	Vehicle Condition	Fuel &	Fuel & Lubricant		•	121018	,			
Date Returned	(After Travel)		Balanced			Odometer/M				
ton as , rows	COND			5:25 pm	٨	94,622				
Was the passenger/s following	Was there any pu	urchased of	Was the vehic	cle involved in						
the call time & location?	fuel/lubricant outs Campus?		ACT THE RESIDENCE OF THE PARTY.	amaged while in	(A) (A) (A) (A)	the vehicle used of al government bus				
□Yes □No	☐ Yes (Specify)	□No	Yes (Speci	fy) No	□ Ye	es (Specify)	□No			
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Driver's Name and Signature			The same of the sa	of Party or Reques						
	□1. Not Satisfie	rvice Satisfact	ion		ver's OV	ER ALL RATIN	G			
This vehicle will be used for				1. Poor		2. Fair				
official government business only. I have reviewed and	2. Slightly Sa			3. Good		☐4. Very G	ood			
complied with rules & regulation	s 3. Moderately	Satisfied		☐5. Excelle	nt					
regarding the use of Government-Owned Vehicle.	☐4. Very Satisf	fied		Comments	& Sugge	estions				
/ vollide.	☐5. Extremely	Satisfied								
AKHEMIO KIKINE			1							
(Name and Signature)			Mama	nd Signature)						
(Name and Signature)			(Ivame a	nu Signature)						

Vision:

Mission:

A globally competitive university for science, technology, and environmental

Page 1 of 1 FM-PPO-14

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and

v00 02-28-2022

environment.





Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

					0001	60					
Date Filed: January 28	8, 2025		Trip	Trip Number:							
Departure Date: Januar	ary 29-31	2025	Dest	ination: Parts of	Leyte & So. Leyt	e					
Departure Time: 6:00	AM	4,714 +66 07	Drive	er will report to:							
Purpose: To conduct I	Ms. Shirle	y T. Nayre & Co. to th	e above pl	laces. (Dichri	bute FFD 2024	Chail	atrina)				
Head of the Party: Ms	s. Shirley	T. Nayre		(Fisher	THE IT WAS	City	~10013				
and the second commence of the second control of the second contro		(100-001) CAN (-		il jes					
Passen	4	Depar	rtment/Offi	ice/Center/Proje	ect AL PLANT	Con	tact Numbers				
 Ms. Angel Llarenas Mr. Linus Masanda 						5-	50 1				
3.	9			7	IAN 28 P.M.	Keiss	for the second				
4.				Pate	07111						
5. 6.				Signata	(PAC)						
*For more than 10 passen	gers, use s	separate sheet.		1 1191111111							
Vehicle type: STR	ADA	NOV.		Requesting F	carty:	C. ARR	RADAZA				
Dispatch: MARVIN I Dispatching	In-charge		AMIEL R.	ARMADA vices, OIC, Hea	d Motor P	d: ON G/ E	BURLAS vice Head				
		fill in this part properly	. Privers a	re accountable	for and are respo	nsible f	or reporting any	vehicle			
damage, defects, and Trip Ticket		/ehicle Condition	Eugl 9	Lubricant	Departure/	Taga.					
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JAN. 77, m		CUOD			V: Gam		94,219				
Date Returned	V	/ehicle Condition (After Travel)		Lubricant anced	Arrival/ Time In	Odometer/Miles		eage In			
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□Yes	□No	Yes (Specify)	No	Yes (Specify	r) No	□Yes	s (Specify)	□No			
Driver's Name and Si	gnature	Contino	Satisfact		Party or Requestin		ER ALL RATING				
		☐ 1. Not Satisfied	Salisiaci	1011	1. Poor	i s Ove	2. Fair	0)			
This vehicle will be used official government busin		2. Slightly Satisfie	d		□3. Good	110,5	☐4. Very Go	od			
only. I have reviewed ar	nd	☐3. Moderately Sati			☐5. Excellent	(
complied with rules & reg regarding the use of		☐4. Very Satisfied			Comments &		otions				
Government-Owned Vehicle.	☐5. Extremely Satis	fied		Comments &	Sugge	SHOIIS					
Densin la late		Ot	+								
(Name and Signa		yw		(Name ar	nd Signature)						
(, tamo and orgina		/		(Marine ar	a dignature)						
		4									

Vision:

A globally competitive university for science, technology, and environmental conservation.

Page 1 of 1

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and

environment.

FM-PPO-14 v00 02-28-2022





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TRIP TICKET

Data Filad: Faharan 6 2025			T-i- N	N		100			
Date Filed: February 6, 2025	0.0005			Number:		0001		Workship -	
Departure Date: February 10-1	2, 2025			nation: Easter		n & Nortr	nern, Sar	nar	
Departure Time: 5:00 AM				r will report to					
Purpose: To conduct Mr. Cris	Iulius B. Nayre	& Co. to t	he above	places re DIS	STRIBUTI	E invitatio	n letters	for Farmers &	
Fisherfolk's Day 2025.									
Head of the Party: Ms. Shirley	T. Nayre								
			-				TOP		
Passengers 1. Mr. Linus Masandag		Departr	nent/Offic	ce/Center/Pro	ject Contact Numbers				THE STATE OF
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3.				FE FE	B 0 6 F	tva			
4 . 5 .				D.C. INEN	1				
6.			-	Signatu	/				
*For more than 10 passengers, use	e separate sheet	t.	1.		-		ALC: UNKNOWN		
Vehicle type: STRAD	A			Requesting	Party:	1			
Vehicle Plate No.:	JEN.				CAT	HERINE	C. ARRA	DAZA	
	19					Director,			
Discretch: 1	_		1.1				11-	1.	
Dispatch: Approved Approved									
MARVIN M. LAO		A	MIEL R.	ARMADA	_	MARL	WG B	VRLAS	
Dispatching In-charge	9	-		rices, OIC, He	ad	Motor Po	THE RESERVE AND PERSONS ASSESSMENT	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW	
INSTRUCTIONS: Drivers shall			Drivers ar	re accountable	e for and a	are respoi	isible for	r reporting any	vehicle
damage, defects, and accident								The state of the	
Trip Ticket Issued/Received	/ehicle Condition (Before Travel)	n	Fuel & Lubricant Issued/Used			eparture/ ime Out		Odometer/Mile	age Out
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Date Returned	Vehicle Condition (After Travel)	n	Fuel & Lubricant Balanced		Arrival/ Time In			Odometer/Mileage In	
trons. 12, 2005	Corro							ar Qui	
Was the passenger/s following		v purchase	l of	Man the celei	Design Company	Pm 2	12/24	1, 140	•
the call time & location?	Was there any fuel/lubricant of Campus?			Was the vehicle accident or day your custody?	amaged wh			e vehicle used ot government busii	
□Yes □No	Yes (Specif	fy)	□No	Yes (Speci		□No	Yes (Specify)	□No
O 165									
			upo e	0.02					
Driver's Name and Signature				in by the Head	of Party or	The second country			
	☐1. Not Sat	Service S	atisfacti	on	□1.F		's OVEF	ALL RATING	
This vehicle will be used for		ASSERVACIO PARTICI				1003011			•
official government business only. I have reviewed and	2. Slightly 3. Modera	The second secon	a d		3.0			4. Very Go	od
complied with rules & regulations regarding the use of			eu			Excellent			
Government-Owned Vehicle.	4. Very Sa		_		Com	ments &	Suggest	tions	
	☐5. Extreme	ely Satisfie	d						
		(lat							
PRTEMID NATRE		7		A				*	
(Name and Signature)	(Name and Signature)								

Vision: Mission:





Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

000203 Date Filed: February 11, 2025 Trip Number: Departure Date: February 14, 2025 Destination: Mahaplag, Abuyog, Dulag, Palo & Tacloban City, BARET Departure Time: 6:00 AM Driver will report to: 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 2 3 4 5 6 *For more than 10 passengers, use separate sheet. Vehicle type: CTV Requesting Party: Vehicle Plate No.: CAT 9000 CATHERINE C. ARRADAZA Director, Extension Dispatch: Recommended Approved AMIEL R. ARMADA MARLON G. BURL Dispatching In-charge Motor Pool Services, OIC, Head 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 Vehicle Condition Fuel & Lubricant Departure/ Odometer/Mileage Out Issued/Received (Before Travel) Issued/Used Time Out Coord For. 11,70% 6:00 am Vehicle Condition Fuel & Lubricant Date Returned Odometer/Mileage In (After Travel) Balanced Time In 153. H. not (3000) 95,913 Was the passenger/s following Was there any purchased of Was the vehicle involved in Was the vehicle used other than the call time & location? accident or damaged while in fuel/lubricant outside VSU official government business? your custody? Campus? Yes (Specify) □ No Yes (Specify) □ No Yes (Specify) No Yes □ No Driver's Name and Signature Filled in by the Head of Party or Requesting Party Service Satisfaction Driver's OVER ALL RATING 1. Not Satisfied 1. Poor 2. Fair This vehicle will be used for 2. Slightly Satisfied official government business 3. Good 4. Very Good only. I have reviewed and 3. Moderately Satisfied 5. Excellent complied with rules & regulations regarding the use of 4. Very Satisfied **Comments & Suggestions** Government-Owned Vehicle. 5. Extremely Satisfied

Vision: Mission:

1900 Cuelo

(Name and Signature)

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No

(Name and Signature)





OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

000241

Date Filed: February 19, 2025	5	Trip I	Trip Number:						
Departure Date: February 20,	2025	Desti Baru		nur, Mayorga, Julit	ta, Tabo	ntabon, San Mi	guel, and		
Departure Time: 6:30 AM			er will report to	*					
Purpose: To deliver FFD/ UG	MAD 2025 communic	ation letters a	and sponsorsh	ip packages to pa	rts of Le	eyte			
Head of the Party: Shirley T. I	Nayre								
Passengers	Der	nartment/Offi	ce/Center/Pro	iect	Con	tact Numbers			
Cris Julius B. Nayre	Lr O	Januarioriu O III	oor o ornion i vo	Jose	C 10 10	TOAT DIA			
2.					+	mmn (4 A)	M		
3. 4.				-		EEB To 1	A.M.		
5.					the second				
6.					UN E	+			
*For more than 10 passengers, u	se separate sheet.			1	Sign				
Vehicle type: TRAD			Requesting	Cal	/	1			
Vehicle Plate No.: Ch5	a cost			CATHERINE Extensi	C. ARF				
Dispatch:	Recom	mended:		Approve	ed:				
MARVIN M. LAO		AMIEL D	ARMADA	+	MARI	ON G. BURLAS	5		
Dispatching In-char	· (1)		Service Head	-	-	lead, GSD			
INSTRUCTIONS: Drivers sha				e for and are resp	onsible i	for reporting any	vehicle		
damage, defects, and accide									
Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	1140/2010/2010	Lubricant ed/Used	Departure/ Time Out		Odometer/Mi	leage Out		
tom. 18, 2021	GWY			a: 22 am		95,91	6		
Date Returned	Vehicle Condition (After Travel)		Lubricant anced	Arrival/ Time In	Odometer/Mi		1983		
FED 20,200	Gran			7:15 pu		94,168			
Was the passenger/s following the call time & location?	Was there any purch fuel/lubricant outside Campus?		Was the vehicle involved in accident or damaged while in your custody?		Was the vehicle used official government bu		siness?		
□Yes □No	☐ Yes (Specify)	□No	Yes (Spec	ify)	□Ye	s (Specify)	□ No		
Driver's Name and Signature		Filled	I in by the Head	of Party or Requesti	ing Party				
Driver's Harrie and Orginature		ce Satisfact				ER ALL RATIN	G		
This controls will be seen at the	☐ 1. Not Satisfied		(v. el) 5 (1)	☐1. Poor		2. Fair			
This vehicle will be used for official government business	2. Slightly Satis	fied		□3. Good		4. Very G	ood		
only. I have reviewed and complied with rules & regulations	13 Moderately S			□5. Excellen	it				
	CALIBRICACCOUNT COMES - 194								
regarding the use of	4. Very Satisfied	d		Comments 5	Sugar	estions			
	☐ 4. Very Satisfied ☐ 5. Extremely Sa		Name ()	Comments &	s Sugge	esuons			
regarding the use of				Comments &	s Sugge	esuons			

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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PHYSICAL PLANT OFFICE Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

000506

Date Filed: March 11, 20	25		Trip	Number:		0000	-		
Departure Date: March 2	4-28, 2	2025	Dest	ination: Leyte-				ıaan, E. Samar,,	
Departure Time: 5:30 AM				orga, Alang-al er will report to		ier & Bayba	ay		
Purpose: To conduct Dr.	Cathe	rine C. Arradaza & U	GMAD eval	uators team to	the abo	ve places	re site/f	field evaluation f	or 2025
Farmers & Fisherfolks' D	ay.								
Head of the Party: Dr. Co	atherir	ne C. Arradaza						2505	
Passenger	rs	Dep	artment/Offi	ce/Center/Pro	piect		Con	tact Numbers	12.43
1. Please see attached s									
2. 3.						F	HYSI	CALPLAN	OFFI
4.							-		1
5. 6.						1 19	2	1115 4 4	DV
For more than 10 passengers	s, use s	separate sheet.				1 1	-17	MAR 1 1	Ti IVIs
Vehicle type: TR Vehicle Plate No.: CA		NAC		Requesting	and some	THERINE Director,			J. 30
MARVIN M. I Dispatching In-	charge s <i>shall</i>	fill in this part proper	AMIEL R	ARMADA vices, OIC, Hore accountable		Motor P	ool Sen	BURLAS vice Head for reporting any	vehicle
damage, defects, and ac Trip Ticket	-	s immediately. /ehicle Condition	Fuel &	Lubricant	Г	Departure/			
Issued/Received	2	(Before Travel)		Issued/Used		Time Out		Odometer/Mile	age Out
Mercy 28 pro		Caro		Ce = 0			e-10am 98,8		2/
Date Returned	'	/ehicle Condition (After Travel)		Fuel & Lubricant Balanced		Arrival/ Time In		Odometer/Mileage In	
MARCH 3/ 188		GERP			7:3	:35 pm		18,878	
Was the passenger/s follow the call time & location?	ing	Was there any purcha fuel/lubricant outside Campus?		Was the vehi accident or d your custody	lamaged v	le involved in maged while in		Was the vehicle used other	
□Yes	No	☐Yes (Specify)	□No	Yes (Spec	eify)	□No	Yes	s (Specify)	□No
Driver's Name and Signa	iture		Filled	in by the Head	of Party	or Requestin	g Party		
			e Satisfact			Drive		ER ALL RATING	3
This vehicle will be used for		□1. Not Satisfied				. Poor		2. Fair	
official government business only. I have reviewed and	3	2. Slightly Satisfi			100	Good		4. Very Go	ood
complied with rules & regula	ations	□3. Moderately Sa	tisfied		□ 5	. Excellent			
regarding the use of Government-Qwned Vehicle).	☐4. Very Satisfied			Cor	mments &	Sugge	stions	
		☐5. Extremely Sat	sfied						
AKTEMIO NAYRE			of						
(Name and Signatur	e)			(Name	and Sigr	nature)			
		l							

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Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL)

Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed: March 24,	2025		Trin	Number:	0	0059	1				
Departure Date: April	1			ALLE TO STATE OF THE STATE OF T							
Departure Time: 6:00				ination: San Is er will report to							
		in Colon 9 Co. to the a		ove place. re Training on Hydroponics Livelihood Program							
				e. re Training	on Hydrop	oonics Liv	elinood P	rogram			
Head of the Party: Ms	s. Manani	ne Joyce de Calman-G	allego				-				
Desses		Dava	d-2-2-1065	as/Castas/Da			Conto	HORE			
1. Dr. Rosario A. Sala		DOH	rtment/Offi	tment/Office/Center/Project			Contact Numbers				
2.		5011		MAD 0							
3.				MAR 2 5 P.M.							
4.											
5. 6.					1 Signa	1011		to training materia			
For more than 10 passen	gers, use s	separate sheet.					7				
Vehicle type: STR	ADA	9076		Requesting		SHIRLEY	NAYE	<u>RE</u>			
Dispatch:	<u></u>	Recomme	ended:)	Approved		C			
MARVIN	M. LAO	_	AMIEL R	ARMADA	-	MARLO	N.G. BL	IRLAS			
Dispatching	In-charge	e Moto		vices, OIC, He	ead		ool Service				
		fill in this part properly	. Drivers a	re accountable	le for and	are respon	nsible for	reporting any	vehicle		
damage, defects, and	accident	s immediately.									
Trip Ticket Issued/Received	\	/ehicle Condition (Before Travel)		Lubricant		eparture/ Time Out		Odometer/Mile	age Out		
			issue				^ -				
APM 8,702		Chop			6:40	9:30 am		90,100	+		
Date Returned	\	/ehicle Condition (After Travel)		Lubricant anced		Arrival/ Time In		Odometer/Mileage In			
xerry 11,200		COOP			7:3	SPM	0	M, 438			
Was the passenger/s foli the call time & location?	owing	Was there any purchas fuel/lubricant outside V Campus?		Was the vehi accident or d your custody	lamaged wi		Was the vehicle used other to official government business				
□Yes	□No	☐ Yes (Specify)	No	Yes (Spec	cify)	□No	Yes (Specify)	□No		
Driver's Name and Sig	anatura		Filled	in by the Head	of Barby or	Paguastin	a Porty				
Driver 3 Name and On	griature	Service	Satisfact	Charles Town Charles Co. Co.	of Faity of	The second second		R ALL RATING	2		
	757	☐ 1. Not Satisfied	Outidiade	ion	□1.	Poor	SOVE	2. Fair	,		
This vehicle will be used official government busin		2. Slightly Satisfie	d		3	Good		4. Very Go	od		
only. I have reviewed an	nd	3. Moderately Sati				Excellent		- 4. Voly Co	- Cu		
complied with rules & reg regarding the use of	quiations	- Colessa i minasco de so transparta en candi			0.2280	Alexandrenin					
Government-Owned Vehicle.		4. Very Satisfied	fied		Com	ments &	Suggest	tions			
		☐ 5. Extremely Satis	ned								
DOTTO		Itra			•						
(Name and Signature)				/Alama	and Class	ndermal					
(Name and Signa	(uje)			(Name	and Signa	iture)					

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No.





OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Data Filadi, luna 10, 2025		Trip	Number	0000	100				
Date Filed: June 10, 2025	25		Trip Number: 0 0 0 9 8 6 Destination: Sogod, Southern Leyte						
Departure Date: June 1, 20	25				n Leyte				
Departure Time: 8:30 AM		Drive	er will report to						
Purpose: To deliver the MOA	ACCUSED AND ACCUSED AND ACCUSED								
Head of the Party: Dr. Cathe	rine C. Arradaza								
Passengers	Depa	rtment/Offi	ce/Center/Pro	iect		Contact Numbers			
Cris Julius B. Nayre	ODE						THE PARTY OF THE PARTY.		
2. 3.					1 7	11:0	Marin Carlo	i Ohini	
4.					16	and the		- grant	
5.					1)atı	JUN 1	P.M.	
6. *For more than 10 passengers,	use senarate sheet							-	
To more than to passengers,	use separate sneet.				15	ignat	<u>T</u>		
Vehicle type:	MA		Requesting	Party:	À I	14. · · · · · · · · · · · · · · · · · · ·			
Vehicle type: CTVQ	- 20.20			047	(gil	-			
Venicle Plate No.:) acry			CAI	Extensio				
					LATERISIO	II Dilec	11 1		
Dispatch:	Recomm	ended:			Approve	d:	11 1		
		5	ARMADA			-	MAG		
MARVÍN M. LAC Dispatching In-cha				ON G. BURLAS					
INSTRUCTIONS: Drivers sh			Service Head	e for and	are resno	100		vehicle	
damage, defects, and accide		, Divolu	o doodandon	o ioi dina	uro roopo	rolloro i	or reporting any t	romoio	
Trip Ticket	Vehicle Condition	Fuel &	Lubricant		Departure/		Odometer/Milea	an Out	
Issued/Received	(Before Travel)	Issue	d/Used	Time Out		Odometer/iville	ige Out		
JUNE 11	Coon			8:32 am		(102,125		
Date Returned	Vehicle Condition		Fuel & Lubricant Balanced		Arrival/		Odometer/Mile	age In	
1 1.	(After Travel)	Bali	anced		rime in			W-84 - W-	
JUNE 12	COND			2	43 p	m	102, 275		
Was the passenger/s following the call time & location?	Was there any purcha fuel/lubricant outside \		Was the vehi			10.000000000000000000000000000000000000	the vehicle used other than al government business?		
	Campus? Yes (Specify)	□ No	your custody		□No		s (Specify)	□ No	
□Yes □No	C res (Specify)	-140	a res (speci	iy)	140	- res	s (Specify)	LINO	
						1			
Driver's Name and Signature		Filled	in by the Head	of Party or	Requestin	g Party			
		e Satisfact	ion		Drive	r's OV	ER ALL RATING		
This vehicle will be used for	☐ 1. Not Satisfied			□1.	Poor		2. Fair		
official government business	2. Slightly Satisfie	ed		□3.	Good		☐4. Very God	bd	
only. I have reviewed and complied with rules & regulation	s 3. Moderately Sat	isfied		□5.	Excellent				
regarding the use of Government-Owned Vehicle.	☐4. Very Satisfied			Con	ments &	Sugge	stions		
	☐ 5. Extremely Satis	sfied							
A	1								
AUSTALIO T. NAXM	ē /	MU							
(Name and Signature)			(Name a	nd Sign	ature)				
	1								

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No.





TOID TICKET

			TIME	ICKLI			00	1633	
Date Filed		Sept. 9, 20	25	т	rip Number	:	-		
Scheduled Travel Date	/s	Sept. 22-2	4 2025	D	estination	:WAT	to, Leyt	· ·	
Travel Bate	, ,	(Everyday			river will		ito, Loyi		
Departure T	ime	7:00 AM	stay out/		eport to	:			
Purpose			t Extension Staff & Co			Training	on Fin	ancial Mar	agement
1 dipose		. To conduc	LATERISION OTALI & O	o.to the abc	ve place. Ite	Trailing	J 011 1 111	arrolar iviar	agement.
Used of Dad	D- C	atherine C. Am							
nead of Part		atherine C. Ar			10ff10t-	(D)		Contac	t Number(s)
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4.						-	1 1	PLANT	DEPTOE
5.								- Table 1	
6.						The second second		1-11	
7.						2	S	EP 0 9	PM :
8.					į.	1714-	200		11.1911
9.						21		-	-
10.	1101					3. ALTER	LUISC:	- Milanda and the	
*For more than	n (10) pas	ssengers, use s	eparate sheet.			Control Survey	/	1	Sen to an age to
Vehicle Type	9:	0.	KHDA		Requesti	ing part	y: (b.H.	
Vehicle Plate	e No.:				0.00	CATH	ERINE	Q ARRA	DAZA
	~			1	-			tion Position	-
Dispatched:		Re	commended:	6	App	proved:		11/6/1	5
AMIEL R. A	RMADA	-	DODONG NEIL BA	RRIENTOS	3		MAR	ON G. BL	JRLAS
In abarga Dian	atchina	Meter D	asi Caminas OlC Hand	(a)		/Di-		nton Discosto	w/A mamass I I and A
In-charge, Disp	attring	WOLD! P	ool Services, OIC Head			(Dil	ector/pe	inter Directo	r/Agency Head)
INSTRUCTION	NS: Drive	ers shall fill in ccidents immedi	this part properly. Driv	vers are acc	countable for an	nd are r	esponsit	ole for repoi	rting any vehicle
damage, dere	cis and a	ccidents immedi	SIII.		Fuel &	1			
Trip Ticket Is	sued/Red	eived	Vehicle Condition (Before Travel)		Lubricant	100,000	arture/ ne Out	Odomet	er/Mileage Out
a - M			(Belore Travel)		Issued/Used	1111	ie Out		
(B) 18	102	4	COON					(OP) ,=	701
55	(Vehicle Condition		The second of th	Fuel & Arrival/			
Date F	Returned	1	(After Travel)		Lubricant Balanced	100	me In	Odome	ter/Mileage In
CALL D	e w	25	CAOD		Balariceu	1		110,04	7,
	1	74	C 01	1				100	7
Was the passe		Was there any	purchased of	1977	vehicle involv		Was th	he vehicle	used other than
following the o			utside VSU Campus?	vour custo	or damaged wi dv?	niie in	official	government	business?
_		Yes	Пи	_		П.,	Пи	(n : : : :	п.,
□Yes	□No	(Specify)	□ No	☐ Yes (Sp	ecity)	□No	⊔ Yes	(Specify)	□No
Driver's Nan	ne & Sig	nature	Filled in by the Head	of Party or R	equesting Party	,			
This vehicle w				Satisfaction			river's	OVER AL	L RATING
government b	usiness o	only. I have	☐ 1. Not Satisfied	Satisfaction	, ii			□ 2	100 (C)
reviewed and complied with rules &				Fod		1	Good		
	regulations regarding the use of		2. Slightly Satisf			- American			Very Good
Government-0							Excelle		one
						Comi	Herits 6	& Suggesti	Ulla
PRAFMIO NAYRE		J. Extremely Sa	5. Extremely Satisfied						
SIGNATURE OVER PRINTED NAME									
			Name and Signature						

GENERAL SERVICES OFFICE

Visayas State University, PQWW+GJF Baybay City, Leyte Email: genso@vsu.edu.ph Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1041 | 1068

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