



Driver's Trip Ticket

Date filed : Nov. 21, 2025 Trip Number :
Time and Date Needed : 7:00a.m Nov. 25, 2025
Destination : Inopacan, Leyte Driver will report to : ISRDS
Purpose : To conduct project staff to training site.

Head of Party/Requesting Party: Lilian B. Nuñez

Passengers	Department/Office/Center/Project	Contact No.
1 MPEdullantes		
2 EMCJadina		
3		
4		
5		

*For more than 5 passengers use separate sheet

Vehicle Type :
Plate No. :

DODONG NEIL L. BARRIENTOS

Director/Head of Agency/Authorized
Representative

To be filled by the driver:

Time of Departure	:		am/pm	Odometer reading	:	
Arrival to Destination	:		am/pm	Odometer reading	:	
Departure from Destination	:		am/pm	Odometer reading	:	
Arrival at VSU Campus	:		am/pm	Odometer reading	:	

Approximate distance travelled in kms:

Fuel (Diesel/Gasoline) issued, purchased and consumed:

Previous balance in tank	:		Ltrs.
Purchased during trip	:		Ltrs.
Total	:		Ltrs.
Consumed after trip	:		Ltrs.
Balance in tank after trip	:		Ltrs.

Lubricant, etc. issued/purchased:

Engine Oil	:		Ltr/s.
Gear Oil	:		Ltr/s.
Brake Fluid	:		Ltr/s.
Others specify	:		Ltr/s.

In case of odometer malfunction

From : To :

Remarks :

I hereby certify the correctness of the above statement of report as stated of travel.

Driver Name and Signature

I hereby certify that I used this vehicle on official business as stated above.

Head of Party/Requesting Party