



TRIP TICKET

Date Filed : August 11, 2025 Trip Number : _____
Scheduled : _____ Destination : Merida, Leyte
Travel Date/s : August 13, 2025
Departure Time : 6:00 am Driver will report to : Eco-FARMI
Purpose : Attend meeting and site vision.

Head of Party: Marejen A. Villaremo

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Marejen A. Villaremo	Eco-FARMI	
2. Jollivie A. Curay	Eco-FARMI	
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
(Director/Center Director/Agency Head)

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?	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 & Signature <i>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.</i> SIGNATURE OVER PRINTED NAME	Filled in by the Head of Party or Requesting Party <table><tr><th>Service Satisfaction</th><th>Driver's OVER ALL RATING</th></tr><tr><td><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</td><td><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</td></tr><tr><td colspan="2">Comments & Suggestions</td></tr></table>	Service Satisfaction	Driver's OVER ALL RATING	<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	<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	Comments & Suggestions	
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