



TRIP TICKET

Date Filed: March 5, 2024, 2024 Trip Number: _____
Scheduled Travel: March 13, 14, & 21, 2024 Destination: Jaro, Leyte
Date/s: _____
Departure Time: 9:30am Driver will report to: ECO-FARMI
Purpose: Conduct Training-Series on Natural Farming Inputs: IMO6 Production & Vermicomposting & Culmination Program
Head of Party: Jerome O. Arribado

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Odelo B. Baldos	Eco-FARMI	
2. Jollivie A. Curay	Eco-FARMI	
3. Reynante G. Macapanas	Eco-FARMI	
4. Ma.Teresa Arcelo	Eco-FARMI	
5. Jerome O. Arribado	Eco-FARMI	
6. Jayson Arpoceple	Eco-FARMI	
7.		
8.		
9.		
10.		

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

Vehicle Type: FORD
Vehicle Plate No.: _____

Requesting party: JEROME O. ARRIBADO

Head, MPSO and PPES

Dispatched: AMIEL R. ARMADA
Recommended: MARLON G. BURLAS

Approved: JEROME O. ARRIBADO

Maintenance in Charge: _____ 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

Driver's Name & 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"/> 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
	GELBERTO P. VALDEVIESO		Comments & Suggestions
SIGNATURE OVER PRINTED NAME		Name and Signature	