



TRIP TICKET

Date Filed September 18, 2025 Trip Number : _____
 Scheduled Travel Date/s : _____ Destination : Tacloban City, Leyte and Palo Leyte, Leyte
September 22, 2025
 Departure Time : 6:00 am Driver will report to : Eco-FARMI
 Purpose : Site working group meeting with Provincial Agriculturist at the Office of the Provincial Agriculture and Department of Agriculture Regional Field Office 8 for onion trial project implementation.

Head of Party: Marejen A. Villaremo

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Merlyn Dela Cruz	Ormoc City, Leyte	
2. Mary Jane Magan	Ormoc City, Leyte	
3. Mariave Millos	Ormoc City, Leyte	

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

Vehicle Type: _____ Requesting party: MAREJEN A. VILLAREMO
 Vehicle Plate No.: _____ (Designation/Position)
 Dispatched: MARVIN M. LAO Recommended: AMIEL R. ARMADA 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
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 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. SIGNATURE OVER PRINTED NAME	Filled in by the Head of Party or Requesting Party	
	Service Satisfaction <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	Driver's OVER ALL RATING <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	
	Name and Signature	