



**Driver's Trip Ticket**

Date filed : Nov. 17, 2025 Trip Number : \_\_\_\_\_  
Time and Date Needed : 7:30a.m Dec. 2, 2025  
Destination : Brgy. Hibunawan covered court Driver will : ISRDS  
report to : \_\_\_\_\_  
Purpose : To conduct BNAP training to BNC members (Main District Cluster barangays)

Head of Party/Requesting Party: Melodina P Edullantes

| Passengers            | Department/Office/Center/Project | Contact No. |
|-----------------------|----------------------------------|-------------|
| 1 BIDANI Team members |                                  |             |
| 2                     |                                  |             |
| 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

**GENERAL SERVICES OFFICE**

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