



Driver's Trip Ticket

Date filed : Nov. 25, 2025 Trip Number : _____
 Time and Date Needed : 7:30a.m Dec.5,2025
 Destination : Baybay City Gym Driver will : ISRDS
 report to : _____
 Purpose : To conduct BNAP training to BNC members (North District Cluster barangays)

Head of Party/Requesting Party: Melodina P Edullantes

Passengers	Department/Office/Center/Project	Contact No.
1 BIDANI Team members		
2 Elia Maury C. Jadina		
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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