



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO

Form A

(Series)

(Date)

DRIVER'S TICKET

A. To be filled by the Administrative Official Authorizing Official Travel:

1. Name of driver of the vehicle _____
2. Government car to be used, Plate No. _____
3. Name of authorized passenger _____
4. Place or places to be visited/inspected _____
5. Purpose _____

B. To be filled by the Driver:

1. Time of departure from Office/garage _____ A.M./P.M.
2. Time of arrival at (per No. 4 above) _____ A.M./P.M.
3. Time of departure from (per No. 4) _____ A.M./P.M.
4. Time of arrival back to office/garage _____ A.M./P.M.
5. Approximate distance traveled (to and from _____ A.M./P.M.
6. Gasoline issued, purchased and consumed:
 - a. Balance in tank _____ liters
 - b. Issued by office from stock _____ liters
 - c. Add-Purchased during trip _____ liters

T O T A L _____ liters
7. Gear oil issued _____ liters
8. Lub. Oil issued _____ liters
9. Grease issued _____ liters
10. Speedometer readings, if any:
 - At beginning of trip _____ miles/kms.
 - At end of trip _____ miles/kms.
 - Distance travelled (per 5 above) _____ miles/kms.
11. Remarks
: _____

I hereby certify to the correctness of the above statement of record of travel.

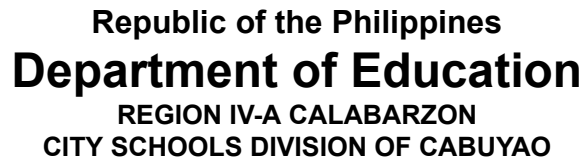
(Driver)

I hereby certify that I used this car on official business as stated above.

(Name of Passenger)

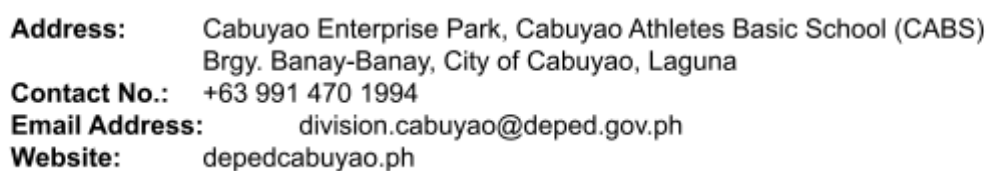


Address: Cabuyao Enterprise Park, Cabuyao Athletes Basic School (CABS)
Brgy. Banay-Banay, City of Cabuyao, Laguna
Contact No.: +63 991 470 1994
Email Address: division.cabuyao@deped.gov.ph
Website: depedcabuyao.ph



(Series)

(Route)

[illegible]



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should be submitted, thru the Administrative Officer or his equivalent, to the Auditor concerned.



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