



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
No.4 Visayas Avenue, Brgy. Vasra, Quezon City
Tel. No. 8-924-7980

A. To be filled-up by the Dispatcher

Control No.

1. Name of the Driver:
2. Vehicle Plate No. :
3. Name of Authorized Passenger/s:
4. Duration of Dates of Travel:
5. Fuel: (Volume)
6. Purpose: To service NMIS personnel to official work-related destinations/liaison works.

ITINERARY		
Destination/s	ETD (Time/ Date)	ETA (Time/ Date)

Requested by:

Approved by:

FEDERICO M. MACARASIG
Motorpool Head

LAMBERTO B. DELA CRUZ, JR. MPM
Chief Administrative and Management Div.

B. To be filled-up by the Driver

DATE	DEPARTURE			ARRIVAL			DISTANCE TRAVELLED
	TIME	PLACE	ODOMETER READING (km)	TIME	PLACE	ODOMETER READING (km)	

GASOLINE USED		OTHER VEHICLE EXPENSES		
Balance in Tank		Items	Receipt Nos.	Amount
Issued from Stock				
Purchased Outside				
Gasoline Used				
Balance in Tank				
Gear oil put in				
Motor oil put in				
Brake fluid put in				
Total Distance Travelled				

Certified Correct:

I/ We hereby certify that I/We used this vehicle on official business:

Printed Name

Signature

1		
2		
3		
4		

Driver/s

Date Signed

To be accomplished in Three (3) copies to be distributed as follows:

Original Copy SAO, 2nd copy guard exit gate and 3rd driver

SAFE MEAT FOR A HEALTHIER PHILIPPINES



ISO 9001:2015
CERTIFIED QUALITY
MANAGEMENT SYSTEM



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I/ We hereby certify that I/ We used this vehicle on official business:

NAME	DATE	TIME IN	BODY TEMPERATURE	TIME OUT	BODY TEMPERATURE	SIGNATURE

Certified Correct:

JOHN ROSEN C. BELTRAN
Driver/s

Date Signed