Republic of the Philippines
Department of Education
Region III-Central Luzon
SCHOOLS DIVISION OF BULACAN
Capitol Compound, City of Malolos
Human Resource Development

EMPLOYEE EXIT INTERVIEW

(Confidential)

Date: _____

Name of Employee: _____ Designation: _____ Employee No.: _____

School/Office/Department: _____ Years in Service: _____

☐ Resigned/Retired — Effective Date: _____
☐ Terminatred — Effective Date: _____
☐ On Leave (one month or more) — From: _____ To :_____
☐ Other/s (specify) _____

Reason/s for Leaving

VOLUNTARY

☐ Another Position
☐ Personal Reason/s
☐ Relocation
☐ Retirement
☐ Return to School
☐ Other/s (specify)

INVOLUNTARY

☐ Attendance
☐ Violation of division/ school policy
☐ Lay Off
☐ Reorganization
☐ Position Eliminated
☐ Other/s (specify)

Part 1: Please answer the following questions as honestly as possicle. Your responses are treated as confidential and will not become part of your personal file the information that you will give is of vital importance and will provide valuable feedback. Kindly answer which best expresses how you feel about using this scale:

5- Very Satidfied 4- Satisfied 3- Moderately Satisfied 2- Dissatisfied 1-Very Dissatisfied

How do you feel about…		Comment/s
Your job		
Orientation of your job responsibilities		
Opportunity to use your abilities and skills		
Recognition of the work you leave accomplished		
The amount of responsibility you were given		
Your work load		
The opportunity to do challenging and interesting work		
Your pay/salary/benefits		
Training received		
Your immediate superior and co-workers		
Personal and professional competence		
Awareness and understanding of your problems		
Review/rating of your performance		
Treatment of all employees		
Cooperation and teamwork within your department		
Cooperation between your department and other departments		
Moral within your department		
Communications, policies and procedures		
Opportunity to speak with your immediate superior/s		
Information you receive on policies, procedures, programs and concerns		
Implementation and compliance on policies and procedures		
Working conditions and benefits		
Opportunities for career development		
Opportunities for promotion		
Opportunities to participate in decision making and solving concerns		
Response to new and original ideas		
Benefits plan		
School/Office moral		
The School/Office in general as a place to work		

PART 2: Employees Comment/s:_____

_____

Interview Comment/s: :_____

_____
