



050721-108

Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

May 7, 2021

**DIVISION MEMORANDUM**

NO. 134, s. 2021

To: OIC, Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
All Education Program Supervisors and Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Concerned

**IMPLEMENTATION OF EXIT INTERVIEW SURVEY FORM ACCOMPLISHMENT  
FOR OUTGOING DEPED CAVITE PROVINCE PERSONNEL**

1. Conducting exit interview is vital to assess the overall employee experience within the organization and identify opportunities to improve retention and engagement. Thus, this Office, announces the implementation of exit interview survey form accomplishment for all personnel who are for **resignation, retirement or transfer to any government or non-government offices outside of DepEd Cavite Province**, effective immediately.

2. The Human Resource Development Section (HRDS) created the following links for this purpose, **to be accomplished by all concerned personnel within a maximum of two weeks prior to their actual date of departure.**

For SDO personnel	<a href="https://tinyurl.com/exit-interview-sdo">https://tinyurl.com/exit-interview-sdo</a>
For School and District personnel	<a href="https://tinyurl.com/exit-interview-field">https://tinyurl.com/exit-interview-field</a>

3. The HRDS shall review cumulative exit interview results, spot trends, and measure the change in ratings over time for the whole organization, by department or section. These data shall be used for continuous improvement in the areas of human resource management, learning and development, leadership, and employee welfare.





4. Questions and clarifications may be communicated to the HRDS thru email [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).

5. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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