



Online Exit Feedback Policy Guidelines

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Confidentiality Level: Internal Use

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Review Cycle: Every 3 Years

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1. **Purpose:** To gather feedback from departing employees via an online survey, improving workplace practices and employee experience.
2. **Scope:** Applies to all departing employees (faculty, staff, administrators), regardless of reason for leaving or length of service.
3. **Procedure:**
 - 3.1. **Timing:**
An online exit survey link will be sent to departing employees two (2) weeks before their last day.
 - 3.2. **Survey Platform:**
The survey will be hosted on MS Forms ensuring that this platform is secure and complies with data privacy regulations.
 - 3.3. **Survey Content:**
The survey will include questions covering:
 - 3.3.1. Reasons for leaving
 - 3.3.2. Experience
 - 3.3.3. Satisfaction with work-life balance
 - 3.3.4. Satisfaction with management and supervision
 - 3.3.5. Opportunities for growth and development
 - 3.3.6. Suggestions for improvement
4. **Confidentiality:** All responses will be anonymized and aggregated for analysis. Individual responses will not be linked to specific employees. The University Data Privacy Policy and the survey platform's privacy policy will be adhered to.
5. **Completion Deadline:** Employees will have [Number] days to complete the survey after receiving the link.
6. **Follow-up:** HRMO will review the aggregate results and share relevant findings with management to address areas for improvement.
7. **Data Security:** HRMO will ensure the security of the collected data and compliance with relevant data protection regulations.
8. **Policy Review:** This policy will be reviewed and updated annually or as needed.

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