

	Employee Exit Compliance and Turnover Policy	
	Document Reference: EOMS-HRMO-TA-POL-004	Revision Number: 000
	Confidentiality Level: Internal	Approval Date: October 29, 2025
	Review Cycle: Yearly	Effectivity Date: October 29, 2025

Employee Exit Compliance and Turnover Policy

1. Purpose

This policy aims to ensure a smooth and efficient transition of responsibilities when an administrator or employee leaves their position. It outlines the procedures for the proper turnover of all files, documents, projects, and other work-related materials to the successor or department head. This will help maintain operational continuity, minimize disruptions, and preserve DLSU-D organizational knowledge.

2. Scope

This policy applies to all administrators and employees who are leaving their position, whether through resignation, termination, retirement, or transfer. It also applies to immediate heads and department heads who are responsible for overseeing the turnover process.

3. Definitions

- 3.1 **Turnover Materials** - All physical and digital files, documents, records, data, projects, reports, software, hardware, and any other materials related to the employee's work responsibilities.
- 3.2 **Successor** - The individual who is appointed or hired to replace the outgoing employee.
- 3.3 **Department Head** - The individual who is responsible for overseeing the department or unit to which the outgoing employee belongs.

4. General Policy

4.1. Responsibilities of the Outgoing Administrator or Employee

- 4.1.1. At least two weeks before the last day of employment (or as directed by the immediate supervisor), the outgoing employee must begin organizing and preparing all turnover materials.
- 4.1.2. Create a detailed inventory of all turnover materials, including a description of each item, its location (physical or digital), and any relevant notes or instructions.
- 4.1.3. Ensure all digital files are organized, labeled clearly, and stored in the appropriate shared network drives or One Drive cloud storage locations. Remove any personal files or information from university devices.
- 4.1.4. Organize all physical files and documents in a logical manner. Label file folders clearly and ensure they are stored in the designated filing cabinets or storage areas.



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- 4.1.5. Provide a comprehensive status report for all ongoing projects, including completed tasks, pending actions, and any relevant deadlines or milestones.
- 4.1.6. Provide all necessary passwords and access codes for relevant systems, software, and online accounts. Update shared password documents as needed.
- 4.1.7. Be available to provide training and knowledge transfer to the successor or department head, as requested. This may include one-on-one meetings, demonstrations, or the creation of training materials.
- 4.1.8. Return all company property, including laptops, mobile phones, access cards, keys, and any other items issued by the University.
- 4.1.9. Secure a list of all accountabilities from the Accounting Office – Property Section to ensure that all University-issued assets and equipment are properly returned and cleared prior to final separation.
- 4.1.10. Complete a turnover checklist (Appendix B) to ensure all necessary steps have been taken.

4.2. Specific Items to Turnover

To ensure a comprehensive turnover, the following items must be included.

4.2.1. Documents and Files

- a. Project Documentation - All documents related to current and past projects, including project plans, proposals, reports, minutes of meeting, and correspondence.
- b. Client/Customer Files - Records of client or customer interactions, contracts, agreements, and any relevant communications.
- c. Financial Records - Financial reports, budgets, invoices, receipts, and any other financial documents.
- d. Policy and Procedure Manuals - Copies of all relevant University policies and procedures.
- e. Training Materials - Any training manuals, guides, or presentations used for employee training.
- f. Confidential Information - Any documents or files containing confidential University information, trade secrets, or proprietary data.

4.2.2. Materials

- a. Office Supplies – Surrender/return any unused office supplies.
- b. Marketing Materials - Any marketing brochures, flyers, or promotional items.

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- c. Software Licenses - Documentation for any software licenses used by the employee.
- d. Research Data - Any research data, surveys, or studies conducted by the employee.

4.2.3. Equipment/s

- a. University-Issued Devices - Laptops, mobile phones, tablets, and other electronic devices.
- b. Office Equipment- Desk phones, printers, scanners, and other office equipment.
- c. Access Cards and Keys - Office access cards, office keys, and any other security access devices.
- d. Vehicles - university-owned vehicles, if applicable.
- e. Tools and Instruments - Any tools or instruments used for specific job functions.

4.2.4. Other

- a. Contact Lists - Lists of contacts, including clients, vendors, and other business associates.
- b. Online Accounts - Access to relevant online accounts, including email, social media, and cloud storage accounts.
- c. Intellectual Property - Any intellectual property created by the employee during their employment, including patents, trademarks, and copyrights.
- d. Work-Related Data - All data and information related to the employee's job functions, regardless of format or location.

4.3. Responsibilities of the Immediate Head

- 4.3.1. As soon as an employee's departure is known, the immediate Head must notify HRMO and the department head.
- 4.3.2. Work with senior management to identify and appoint a successor, if applicable. For hiring a replacement, connect with the HRMO Talent Acquisition.
- 4.3.3. Develop a turnover plan in coordination with the outgoing employee and the successor (if applicable). This plan should outline the timeline, tasks, and responsibilities for the turnover process.
- 4.3.4. Oversee the turnover process to ensure it is completed thoroughly and efficiently. Provide guidance and support to the outgoing employee and the successor.

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- 4.3.5. Verify that all turnover materials have been properly organized, inventoried, and transferred. Ensure all university property has been returned.
- 4.3.6. Facilitate training and knowledge transfer between the outgoing employee and the successor.
- 4.3.7. Document the turnover process, including the inventory of turnover materials, the status of ongoing projects, and any relevant notes or observations.
- 4.3.8. Conduct a final review of the turnover process to ensure all requirements have been met.

4.4. Responsibilities of the Department Head

- 4.4.1. Ensure that this policy is consistently enforced within the department or unit.
- 4.4.2. Allocate sufficient resources (time, personnel, budget) to support the turnover process.
- 4.4.3. Resolve any disputes or conflicts that may arise during the turnover process.
- 4.4.4. Escalate any unresolved issues or concerns to VP or Division Head.
- 4.4.5. Provide final approval of the turnover process, confirming that all requirements have been met.

4.5. Responsibilities of Other Parties

- 4.5.1. **HRMO** - Provide guidance and support to supervisors and department heads on the implementation of this policy. Maintain records of employee departures and turnover documentation.
- 4.5.2. **ICTC** - Assist with the transfer of digital files, passwords, and access codes. Ensure that all company data is secure and protected.

5. Non-Compliance

Failure to comply with this policy may result in the outgoing employee not being cleared from their responsibilities. Consequently, the Certificate of Employment and any other final clearances or benefits may be withheld until full compliance is achieved. In cases where an outgoing employee fails to properly turnover company property or information, the organization may pursue legal remedies to recover damages.

6. Review and Update

This policy will be reviewed and updated periodically to ensure its effectiveness and relevance. The review will be conducted by HRMO in consultation with senior management.



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APPENDIX A

Turnover Responsibility Matrix (RACI)

Task	Outgoing Employee / Administrator	Immediate Head / Department Chair / Director	Department Head / Dean	VP / Division Heads	HRMO	ICTC
Organize turnover materials	R	C	I	I	I	I
Create inventory of materials	R	C	I	I	I	I
Organize digital files	R	C	I	I	I	R
Organize physical files	R	C	I	I	I	I
Provide project status report	R	C	I	I	I	I
Provide passwords/access codes	R	C	I	I	I	R
Conduct training/knowledge transfer	R	C	I	I	I	I
Return company property	R	A	I	I	I	C
Complete turnover checklist	R	A	I	I	A	I
Notify HRMO of departure	I	A	I	I	R	I
Identify Successor	I	A	C	I	C	I
Develop turnover plan	C	A	C	I	C	I
Oversee turnover process	I	A	C	I	C	I



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Verify turnover completion	I	A	C	I	C	I
Facilitate training	I	A	C	I	C	I
Document turnover process	I	A	C	I	R	I
Final review of turnover	I	A	C	I	C	I
Enforce policy	I	I	A	I	C	I
Allocate resources	I	C	A	I	I	I
Resolve disputes	I	C	A	I	I	I
Escalate unresolved issues	I	C	A	I	I	I
Final approval of turnover	I	C	A	I	I	I
Secure digital data	I	I	I	I	I	A

Legend:

- R (Responsible): Person who performs the task.
- A (Accountable): Person ultimately answerable for the task.
- C (Consulted): Person who provides input or advice.
- I (Informed): Person who needs to be kept updated.

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APPENDIX B

Employee Exit Compliance and Turnover Form

Employee Information

Name:	
Position:	
Department/College:	
Last Working Day:	

Turnover Checklist

ITEM	DESCRIPTION/ DETAILS	COMPLETED (✓)	REMARKS
Inventory of turnover materials completed			
Digital files organized and stored in shared location			
Physical files organized and labeled			
Project status report submitted			
Passwords and access codes provided			
Training and knowledge transfer conducted			
Company property returned (e.g., laptop, keys)			
Turnover checklist reviewed and signed			
All documents and files handed over			
Client/customer files transferred			
Financial records submitted			
Policy and procedure manuals turned over			
Training materials provided			
Confidential information secured			
Office supplies returned			
Marketing materials turned over			



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Software licenses documented			
Research data submitted			
Access cards and keys returned			
Online accounts access transferred			

Final Review

☐ Turnover checklist completed

☐ Final review conducted by supervisor

Signatories

Outgoing Employee:	
Signature:	
Date:	
Department Head:	
Signature:	
Date:	

Acknowledgment

Incoming Employee/Successor:	
Signature:	
Date:	

Prepared by: (SGD) EDUARDO A. LARA Associate Director, HRMO- Talent Acquisition	Reviewed by: (SGD) DR. EPITACIO B. MENDIOLA JR. HRMO Director	Approved by: (SGD) DR. SONIA M. GEMENTIZA Chief Administrative Officer (SGD) DR. CHRISTIAN GEORGE C. FRANCISCO Provost
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