



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO. DEL. NORTE  
DIPOLOG CITY, 7100

**RELEASED**

BY: [Signature] DATE: 6/4/17  
NAME/SIGNATURE

**DIVISION MEMORANDUM**  
No. 90s. 2015

**To:** Public Schools District Supervisors  
Elementary School Principals/School Heads  
Secondary School Principals  
Faculty and Staff  
All Others Concerned

**From:** [Signature] NATIVIDAD P. BAYUBAY, CESO VI  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Subject:** EXIT INTERVIEW

**Date:** June 4, 2015

1. The Human Resource Development Unit, HRDU for brevity, of Zamboanga del Norte Schools Division Office per minutes of the CSC Handholding Seminar-Workshop 2015 possesses the innate function of Change and Development, and Employees Relationships;
2. Wherefore, in view of the foregoing, all personnel (teaching and non-teaching) who are going to transfer to another government institution, resign or retire shall undergo an Exit Interview with the HRDU personnel;
3. Furthermore, the concerned personnel shall observe utmost truthfulness in addressing the standardized questions of the HRDU;
4. Moreover, the Exit Interview shall form part of the issuance of the concerned personnel's Clearance;
5. For widest dissemination.