



Republic of the Philippines
Department of Education
Region V- Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 4, 2026

DIVISION MEMORANDUM

80426387

No. **0379** s. 2026

**ADMINISTRATION OF ONLINE EXIT ASSESSMENT SURVEY FORM
FOR SEPARATING PERSONNEL**

To: Asst. Schools Division Superintendent
CID and SGOD, Chief Education Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the SDO Ligao City's commitment to continuous improvement in the delivery of educational services and to recognize the valuable contributions of personnel, this Office through the Human Resource Development (HRD) unit, shall conduct an online Exit Assessment Survey for all employees scheduled to retire, transfer to other agencies, and resign within the current year and onwards.
2. The conduct of this assessment is to gather feedback on work experiences, challenges, and best practices during their tenure; identify areas for organizational improvement in personnel welfare, workplace environment, and administrative processes; and document insights and recommendations that may guide future policy and program development.
3. All resigning, transferring to other agencies, and retiring personnel for CY 2026 are requested to accomplish the exit assessment survey form through this link at **<https://bit.ly/Exit-Assessment-Survey-Form>** at least a month before the actual date of separation.
4. For information and widest dissemination.

NYMPHA D. GUEMO

Schools Division Superintendent

Encl. As stated
Reference: None

To be indicated in the Perpetual Index

under the following subjects:

EXIT ASSESSMENT SURVEY

FEEDBACK TOOL

SEPARATING PERSONNEL

SGOD/HRDS
08/03/2026



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