



COMMISSION ON AUDIT
Quezon City

EXIT SURVEY/INTERVIEW FORM

Date _____

OBJECTIVE: The idea of this survey is to ascertain and identify the problems and/or factor which caused the particular employee to avail of optional retirement/resign from the Commission or transfer to another government agency. The responses shall be collated and analyzed to guide us in our policies and efforts in further improving working conditions in COA. Complete, truthful and frank comments from the employee and immediate supervisor concerned are welcome. Constructive criticism is encouraged.

A. Employee's Profile

Name (please print)	Age	Position	Salary	No. of times promoted
Administrative charges, if any		Penalty, if any		
Mode of Separation/Date <input type="checkbox"/> Resignation _____ <input type="checkbox"/> Optional Retirement _____ <input type="checkbox"/> Transfer _____	Date of entry in COA	No. of years/months in COA	No. of years/months in gov't. service outside COA (indicate agencies & years/months in service)	

B. Employee's Information Relevant to Separation from COA

Place an X mark in the appropriate boxes.

Remarks portion (Item 7) may be filled up for elaboration/comments/other information.

1. SALARY <input type="checkbox"/> Sufficient <input type="checkbox"/> Low <input type="checkbox"/> Very Low	2. DESIGNATION/POSITION Irrelevant to <input type="checkbox"/> Education <input type="checkbox"/> Work Experience <input type="checkbox"/> Training	3. PLACE OF WORK <input type="checkbox"/> Within convenient traveling distance from home <input type="checkbox"/> Far from home <input type="checkbox"/> Too far from home																				
4. VOLUME OF WORK <input type="checkbox"/> Overloaded <input type="checkbox"/> Moderate <input type="checkbox"/> Light	5. NATURE OF WORK <input type="checkbox"/> Challenging <input type="checkbox"/> Unchallenging <input type="checkbox"/> Tedious <input type="checkbox"/> Not related to education/course <input type="checkbox"/> Other _____																					
6. REASONS FOR OPTIONAL RETIREMENT/RESIGNATION/TRANSFER <table><tr><td><input type="checkbox"/> Health</td><td><input type="checkbox"/> To start a business</td></tr><tr><td><input type="checkbox"/> Migration</td><td><input type="checkbox"/> Family Issues (specify) _____</td></tr><tr><td><input type="checkbox"/> Higher Pay/Benefits from other Employer</td><td>_____</td></tr><tr><td><input type="checkbox"/> Low morale due to: <table><tr><td><input type="checkbox"/> Economic Dislocation</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Boredom</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Disappointment</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Lack of motivation</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Lack of recognition of work</td><td>Explain: _____</td></tr></table></td><td>_____</td></tr><tr><td><input type="checkbox"/> Other(s), please specify</td><td>_____</td></tr></table>			<input type="checkbox"/> Health	<input type="checkbox"/> To start a business	<input type="checkbox"/> Migration	<input type="checkbox"/> Family Issues (specify) _____	<input type="checkbox"/> Higher Pay/Benefits from other Employer	_____	<input type="checkbox"/> Low morale due to: <table><tr><td><input type="checkbox"/> Economic Dislocation</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Boredom</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Disappointment</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Lack of motivation</td><td>Explain: _____</td></tr><tr><td><input type="checkbox"/> Lack of recognition of work</td><td>Explain: _____</td></tr></table>	<input type="checkbox"/> Economic Dislocation	Explain: _____	<input type="checkbox"/> Boredom	Explain: _____	<input type="checkbox"/> Disappointment	Explain: _____	<input type="checkbox"/> Lack of motivation	Explain: _____	<input type="checkbox"/> Lack of recognition of work	Explain: _____	_____	<input type="checkbox"/> Other(s), please specify	_____
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<input type="checkbox"/> Lack of recognition of work	Explain: _____																					
<input type="checkbox"/> Other(s), please specify	_____																					

7. RESPONDENT'S REMARKS:

(Signature over printed name)

C. Supervisor's Evaluation/Comments

To be accomplished by the Respondent's Immediate Supervisor:

1. RESPONDENT'S INTERPERSONAL RELATIONSHIP IN THE ENTIRE UNIT/OFFICE

☐ Honest/Morally upright

☐ Feels intrigued

☐ Other(s) _____

☐ Wholesome

☐ Impersonal

☐ Lacks teamwork/cooperation

☐ Apathetic

☐ Lacks interest among employees

☐ Unapproachable

☐ Hostile

☐ Incompetent

2. IMMEDIATE SUPERVISOR'S REMARKS:

(Immediate Supervisor's name in print and signature)