



Republic of the Philippines  
Office of the President

**PHILIPPINE DRUG ENFORCEMENT AGENCY**  
**Human Resource Management Service**

PDEA Bldg. NIA Northside Road, National Government Center, Barangay Pinyahan,  
Quezon City 1100 | (02) 927-9702 ; (02) 928-4060 ; (02) 928-6358 ; (02) 928-5292

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**EXIT INTERVIEW FOR RESIGNATION**

Employee's Name : \_\_\_\_\_

Position : \_\_\_\_\_

Service/Regional Office : \_\_\_\_\_

Date of Appointment : \_\_\_\_\_

Effectivity Date of Resignation : \_\_\_\_\_

1. What made you decide to tender your resignation with the Agency? What is your primary reason for leaving this Agency?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Did your duties and functions turn out to be as expected? In what way?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Did you receive adequate support to do your job? How?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Did the Agency help you fulfill your career goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



5. Would you recommend family or friends to work in this Agency? Why and Why not?

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6. Do you have any suggestions/comments by which we can improve the overall operations of the Agency?

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In witness whereof, I have signed this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
**Resigning Employee/Interviewee**  
(Signature over Printed Name)

Done in compliance with the Agency Memorandum Circular Number 2014-002 this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, at \_\_\_\_\_.  
This exit interview form consists \_\_\_ pages, including this page.

\_\_\_\_\_  
**Interviewer/Supervisor**  
(Signature over Printed Name with Designation)

