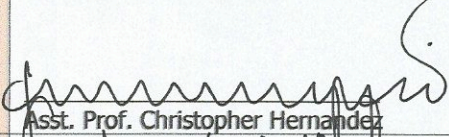


Procedure No:	ADM-PROC-GCC-0002
Procedure Title:	Exit Interview Procedure
Related Policy:	ADM-POL-GCC-0002 Exit Interview Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This details the process and purpose in conducting Exit Interviews. Exit Interviews are given to students who are transferring, graduating or pulling out of the school.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	<p>Step 1. Graduating or those students who are pulling out their enrollment in the Colegio proceed to the Guidance and Counseling Office for their clearance.</p> <p>Step 2. The student is directed to the Guidance Counselor for the Exit Interview.</p> <p>Step 3. The Guidance Counselor conducts the Exit Interview.</p> <p>Step 4. The Guidance Director signs the clearance of the student.</p> <p>Step 5. The results of the Exit Interview are filed by the Guidance Counselor.</p>
Procedure Approval Authority:	Director of the Guidance and Counseling Center
References:	
Definition:	
Help Page:	Guidance and Counseling Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Christopher Hernandez
Date of Approval:	Jan. 6, 2012

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