

OPINION

Basic etiquette for resigning employees

I'm the human resource (HR) manager of a medium-sized corporation. For the past two years, we've experienced resignations by employees who simply leave without permission or advance notice. It appears that people are no longer worried about their reputations among employers. They've not even bothered to ask for clearances. What is the expected etiquette for resigning employees? — Lazy Dog

It's an entirely different ballgame for HR managers and their organizations during the Great Resignation, which set in during the pandemic. Some workers prefer to work from home. Others think a daily commute is not worth the hassle given what they are paid.

COVID-19 showed us that labor and management are speaking two different languages. The only thing they have in common is adherence to government health and safety protocols in the workplace. This may explain why some workers are behaving unprofessionally in the hiring and resignation process, driving employers crazy.

Whatever the reason, team leaders, unit supervisors and department managers must be proactive in identifying workers who may no longer be happy with their jobs. This is done via casual dialogue to feel the pulse of the workplace.

Of course, there's no guarantee that workers can be persuaded or forced to stay on the job. Management can only do so much, but nothing can be done to prevent a resignation, except to create an environment where resigning employees bother follow simple etiquette to keep their relations with past employers professional.

BASIC ETIQUETTE

Many workers' lives may differ significantly from the conditions they find in the workplace. That's not to say employers maintain ideal conditions at work. Many employers that I've interacted with violate labor standards, paying their workers a pittance or failing to contribute to their social insurance accounts.

Bad employers often impose unreasonable rules on their workers, raising the resignation rate. I often advise workers in these situations to maintain a positive attitude towards their employers.

In other words, don't burn bridges. Take the high road. Try doing the following:

One, follow the law by giving at least a 30-days' notice. This is the minimum requirement under the

law. Put your resignation in writing and request the HR department and the boss's secretary to acknowledge receipt of the letter. If you don't want to give formal notice, you can only do it legally for cause, such as being treated inhumanely and unfairly.

Two, file your written resignation in person. Don't do it via e-mail, text message or phone call. That's because you want to personally witness the boss's body language. Arrange a meeting with your boss at his or her convenience, preferably towards the close of office hours. Express your plan to resign in clear but respectful language. If needed, explain the reason for your resignation, but do it verbally.

Three, show gratitude for the opportunity. Think of all the support that you got from the organization and the chance to learn. It could result in a positive recommendation to a prospective employer or other institutions doing background checks. Even if you're bitter about the work relationship, don't show it. Once you've decided to resign, there's nothing you can change.

Four, offer to train your replacement, if needed. You may even assist the employer in looking for a suitable person who can do your job on a temporary basis. Arrange for a proper turnover of all company property, tools, equipment, records, including your company ID. This should help fast-track the issuance of a company clearance and release of your terminal pay. Whenever possible, be available all the time in tying up the loose ends in your work relationship.

Last, bid goodbye to your department colleagues. Do this after notifying your direct boss about your resignation. If you're resigning, keep it a secret until a formal letter is received by your boss and the HR department. This is to maintain a respectful attitude towards your boss who won't want to hear it from the grapevine. If this happens, it could derail your resignation.

In conclusion, whatever you do with your planned resignation and the reasons behind it, do it in a way that allows a potential return to your employer, if the right opportunity comes along. The world is full of surprises. You would not want to leave an organization in a way that endangers your future and long-term plans.

Have a chat with Rey Elbo via Facebook, LinkedIn or Twitter or send your workplace questions to elbonomics@gmail.com or via <https://reylbo.com>



IN THE WORKPLACE
REY ELBO

ELBONOMICS: Don't burn the bridge even if it gives you the best light in the dark.

Romualdez inducts officers of publishers' trade group UPMG

SPEAKER Ferdinand Martin G. Romualdez swore in the newly elected officers and board of the United Print and Multimedia Group (UPMG) and urged the industry to continue serving the national interest.

Mr. Romualdez administered the oath of office to the UPMG officers at the House of Representatives recently, the UPMG said in a statement.

"For the past years, the UPMG has proven itself to be the premier association of the biggest publishing companies in the Philippines. As a giant of the media industry, your contributions in nation-building truly deserve the highest commendation," Mr. Romualdez said.

He called the media a partner in nation-building and not an adversary describing it as "the invisible fourth branch of government" with a mission to provide factual information via newspapers, magazines, and online channels.

"Media reports — be they positive or negative — give us, government officials, relevant and timely feedback from the public with regard to our official acts. They also provide us with a platform on the issues that need discussed with the bigger public."

He asked the UPMG to help get across the new administration's message to a larger audience.

"Our message is unity for a bigger purpose and our vision is a Filipino nation with its people living comfortable and secure in their environment. The task ahead may be full of challenges, but there is nothing we cannot achieve in unity with our people," the House Speaker said.

Serving another term as UPMG President is Barbie L. Atienza, head of external affairs and human resources development at *Manila*

Bulletin. PhilSTAR Media Group Sales and Marketing Director Jay R. Sarmiento was also re-elected as vice-president of UPMG. Angel V. Guerrero, *Adobo Magazine's* president and editor-in-chief, takes up the UPMG secretary position. Sherly O. Baula, credit and collection manager of *Chinese Commercial News*, is the new treasurer. Elected auditor is *Manila Times* Vice-President for Sales and Marketing Roda Alonzo-Zabat. Jong R. Arcano, AVP/Key Relationship Officer at the *Philippine Daily Inquirer*, was sworn in as public relations officer.

Meanwhile, the newly elected directors of UPMG are Viviene A. Motomal, AVP-Sales & Marketing of Journal Group of Publications; Annie F. Grefal, OIC-Sales & Operations of *Manila Standard*; and Jeanette F. Dominguez, advertising manager of *BusinessWorld*.

Rowena D. Dote of ABS-CBN Publishing's Admin & General Services takes on the role of Credit & Review Board Head. *Manila Bulletin's* Public Relations/Corporate Social Responsibility Manager Badette M. Cunanan will continue serving as UPMG's chief of staff.

The organization has over 30 members: *Abante*, ABS-CBN Publishing, Inc., *Adobo Magazine*, *Balita*, *Bandera*, *Bulgar*, *BusinessMirror*, *BusinessWorld*, *Chinese Commercial News*, *Daily Tribune*, *Diyaryo Pinoy*, *Gadgets Magazine*, *Hinge Inquirer Publications, Inc.*, *Malaya Business Insight*, *Manila Bulletin Publishing Corp.*, *Manila Standard*, *Media-wise Comm / MUSE Books*, *Mindanao Daily News*, *One Mega Group, Inc.*, *Opinyon*, *Panay News*, *People's Journal*, *Pilipino Mirror*, *Philippine Daily Inquirer*, *The Philippine Star*, *Philippine Star Ngayon*, *SunStar Philippines*, *Tempo*, *The Freeman*, *The Manila Times*, and *United Daily News*.

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