



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

March 02, 2023

**DIVISION MEMORANDUM**

SGOD No. 20, s. 2023

**CONDUCT OF CY 2023 QUARTERLY NATIONWIDE SIMULTANEOUS  
EARTHQUAKE DRILL**

TO: Assistant Schools Division Superintendent  
Chiefs, Curriculum Implementation Division and  
Schools Governance and Operations Division  
Education Program Supervisors  
Elementary and Secondary School Heads

1. This is to disseminate to the field Memorandum OUOPS No. 2023-04-1668, Reiteration on the Schedule for the Conduct of CY 2023 Quarterly Nationwide Simultaneous Earthquake Drill. As such, the division office schools in the SDO Tacurong City are enjoined to participate in the Nationwide Simultaneous Earthquake Drill (NSED) with the schedule as follows:

<b>Quarter</b>	<b>Date</b>	<b>Time</b>
1 <sup>st</sup> Quarter	March 09, 2023	2:00 PM
2 <sup>nd</sup> Quarter	June 08, 2023	9:00 AM
3 <sup>rd</sup> Quarter	September 07, 2023	2:00 PM
4 <sup>th</sup> Quarter	November 09, 2023	9:00 AM

2. Since the nationwide COVID-19 cases have been relatively decreasing since February 2022, as reported by DOHs online COVID-19 Tracker, the traditional in-person NSED can now proceed. However, this is subject to the strict implementation of minimum health protocols such as but not limited to, social distancing and handwashing to ensure the safe and effective conduct of the NSED.

3. The Division and School Safety and Health Officers as assigned monitor and evaluate the adherence to these protocols throughout the exercise.

4. Further, to ensure awareness and preparedness on the impending threat of the inevitable occurrence of an earthquake, even amidst of a pandemic, Information Education and Communication (IEC) campaign in NSED using





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distant means should be continuously intensified. A copy of NSED materials can be accessed through <https://bit.ly/DepEdNSED2023>.

5. Proper documentation and post-activity evaluation of said drill are required. All schools are advised to make necessary preparations to ensure that the required reports are submitted on time as indicated in Annex A. Also attached is the NDRRMC Memorandum No.06, s.2023, for your reference and guidance.

6. Expenses incurred in the implementation of DRRM program may be chargeable against local funds subject to the usual accounting and auditing rules and regulations

7. Widest dissemination of this Memorandum is desired.

*For and in the absence of*

**MIGUEL P. FILLALAN JR., CESO VI**  
Schools Division Superintendent

*MERNE Y. SERLOS*  
OIC ASDS

Enclosure: As stated

Reference: Memorandum OUPS No. 2023-04-1668

NDRRMC Memorandum No. 06, s.2023

To be included in the perpetual index

PROGRAMS SAFETY EDUCATION

JSC/SGOD/\_\_\_\_\_/ MARCH 3, 2023



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**Annex A.**

**Guidelines on the Quarterly Submission of 2023 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Report**

All schools, schools' division office, regional offices should thoroughly follow the guidelines below:

**For Schools**

1. The school DRRM Coordinator shall accomplish the Monitoring and Reporting Template (**Annex B**), to be signed by the corresponding School DRRM Coordinator and School Head
2. Guidelines on the photo and video documentation in (**Annex C**)
3. The signed form with attached photo and video documentation of NSED practices and initiatives shall be submitted to the respective Division DRRM Coordinators **not later than five (5) working days, after the schedule of the quarterly NSED.**

**For Schools Division Offices**

1. The Division DRRM Coordinators must consolidate NSED reports and pictures from School DRRM Coordinators.
2. Consolidated NSED reports and pictures must be submitted by the Division DRRM Coordinators **only to respective Regional DRRM Coordinators** copy furnished their respective Schools Division Superintendents **not later than ten (10) working days, after the schedule of the Quarterly NSED.**
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

**For Regional Coordinators**

1. The Regional DRRM Coordinators must consolidate NSED reports and pictures from Division DRRM Coordinators.
2. Consolidated NSED reports and pictures must be submitted by the Regional DRRM Coordinator to the DRRMS, copy furnished their respective Regional Directors not later than fifteen (15) working days, after the scheduled NSED.



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**ANNEX B**



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**REPORT ON THE CONDUCT OF QUARTERY**  
**NATIONWIDE SIMULTANEOUS EARTHQUAKE**  
**DRILL**



**DATE CONDUCTED:** \_\_\_\_\_  
**TIME STARTED:** \_\_\_\_\_  
**TIME ENDED:** \_\_\_\_\_

<b>REGION</b>	
<b>DIVISION</b>	
<b>NAME OF SCHOOL</b>	

<b>Pre-Drill</b>	<b>Yes</b>	<b>No</b>
With available Go Bags?		
With updated preparedness, evacuation, and response plans?		
With updated contingency plan?		
With available early warning system?		
With available emergency and rescue equipment?		
With available First Aid Kits?		
With available communication equipment (internet, cellphone, two-way radio, etc.)?		
With sufficient space in school/classrooms to conduct the "Duck, Cover, and Hold"		
Conducted coordination/preparatory meeting with LDRRMO/BDRRMCs?		
Conducted an orientation to learners and school personnel on earthquake preparedness measures and the conduct of earthquake and fire drills?		
Conducted an orientation to parents on earthquake preparedness measures and the conduct of earthquake and fire drills?		
Learners have accomplished the Family Earthquake Preparedness Homework?		
Conducted alternative activities and/or Information, Education and Communication (IEC) campaigns on earthquake preparedness and fire prevention?		

**Additional Remarks**

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<b>Actual Drill</b>	<b>Yes</b>	<b>No</b>
Conducted "DUCK, COVER, and HOLD"?		
Conducted evacuation drill?		

**Additional Remarks**

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<b>No. of Personnel</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No. of Teaching Personnel			
No. of Non-Teaching Personnel			
<i>Grand Total</i>			
<b>No. of Learners</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No. of Learners			
No. of IP Learners			
No. of Muslim Learners			
No. of Learners with Disability			
<i>Grand Total</i>			
<b>Post-Drill</b>	<b>Yes</b>	<b>No</b>	
Conduct of post-activity exercises tabletop and functional exercises			
<b>Additional Remarks</b>			
<b>Common issues and concerns encountered during the actual conduct of drill</b>			
1			
2			
3			
4			
5 [Add additional item/s when necessary]			

**Prepared by:**

**Noted by:**

\_\_\_\_\_  
[School DRRM Coordinator]

Date:

\_\_\_\_\_  
[School Head]

Date:







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**Annex C**

**Guidelines on the Photo and Video Documentation of Quarterly Nationwide Simultaneous Earthquake Drill**

The following guidelines is set for the photo and video documentation of the quarterly conduct of NSED in schools and DepEd offices:

1. Photo and video recording of the conduct of quarterly NSED may be used in information and communication materials of the Department, as may be requested
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The following scenarios must be included in the documentation of the school:
  - a. Learners, personnel, and/or parents/guardians wearing personal protective equipment such as hard hats
  - b. Learners, personnel, and/or parents/guardians doing the Duck, Cover and Hold
  - c. Conduct of coordination/preparatory meeting
  - d. Actual conduct of the quarterly NSED
4. The recommended minimum specifications are as follows:
  - a. Photo
    - i. File format: JPG or PNG
    - ii. Dimensions: 4:3 ratio or 16:9 ratio
    - iii. Orientation: Landscape or Portrait
  - b. Video
    - i. File format: MP4 or MOV (with 1080p or 720p resolution)
    - ii. Dimensions: 1920px x 1080px (16:9)
    - iii. Orientation: Landscape
    - iv. Frame rate: 30fps



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