



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

March 10, 2024

Division MEMORANDUM
SGOD No. 020 s. 2024

**CONDUCT OF 1ST QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE
DRILL (NSED)**

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Elementary and Secondary School Heads
This Division

1. Pursuant to NDRRMC Memorandum No. 13, s. 2024, re: "Conduct of the CY 2024 Quarterly Nationwide Simultaneous Drill", this Office enjoins all schools and offices to participate in the conduct of the **First Nationwide Simultaneous Earthquake Drill (NSED) on March 27, 2024, at 9:00 AM.**
2. Proper documentation and post-activity evaluation should be ensured following the guidelines outlined in Annex A. The Monitoring and Reporting Template provided in Annex B should be completed by School DRRM Coordinators and to be submitted to the Division DRRM Coordinator not later than five (5) days after the conduct of the activity.
3. For inquiries and clarifications, kindly contact **Mr. Jonald S. Cadiao**, Project Development Officer II/Division DRRM Coordinator, thru mobile number 09465578695.
4. For your information, guidance, and compliance.


GREDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosure: As stated
Reference: NDRRMC Memorandum No. 13, s. 2024
To be indicated in the Perpetual Index under the following subjects:

DRILL

REPORTS

SAFETY EDUCATION

JSC/SGOD-DRRM/CONDUCT OF 1ST QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL /March 11, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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**GUIDELINES ON THE PHOTO AND VIDEO DOCUMENTATION OF THE 1ST
QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

The following guidelines are set for the photo and video documentation in schools and DepEd offices:

1. Photo and video recordings of the 1st Quarter NSED may be used in information and communication materials of the Department, as requested.
2. 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 1st Quarter NSED.
3. 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
 - b. Video:**
 - i. File Format: MP4 or MOV (with 1080p or 720p resolution)
 - ii. Dimension: 1920px x 1080px (16:9)
 - iii. Orientation: Landscape





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**REPORT ON THE CONDUCT OF 1ST QUARTER NATIONWIDE SIMULTANEOUS
DRILL**

NAME OF SCHOOL:	
DISTRICT/CLUSTER:	

Pre-Drill	Yes	No
With available Go Bags?		
With Updated preparedness, evacuation, and response plans?		
With updated contingency plan?		
With available early warning systems?		
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 schools 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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Actual Drill	Yes	No
Conducted "DUCK, COVER, and HOLD"?		
Conducted evacuation drill?		

Additional Remarks

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No. of Personnel	Male	Female	Total
No. of Teaching Personnel			
No. of Non-Teaching Personnel			
<i>Grand Total</i>			
No. of Learners	Male	Female	Total
No. of Personnel			
No. of Learners			
No. of IP Learners			
No. of Muslim Learners			
No. of Learners with Disability			
<i>Grand Total</i>			

Post-Drill	Yes	No
Conduct of post-activity exercises tabletop and functional exercises?		
Additional Remarks		
Common issues and concerns encountered during the actual conduct of drill		
1.		
2.		
3.		
4.		
5. (Additional item/s when necessary)		

Prepared by:

Noted by:

School DRRM Coordinator

Date:

School Head

Date:

