



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

**RELEASE**  
SDO-DAGUPAN  
BY: \_\_\_\_\_  
DATE 11-10-2020  
TRACKING NO. 2259

**Office of the Schools Division Superintendent**

Division Memorandum No. 143, 2020

MEMO TO : **Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
Division Disaster Risk Coordinator  
All School Disaster Risk Coordinators  
All SDO Dagupan Teaching and Non-Teaching Personnel**

FROM : **MARIA CELIA JUNIO-FERNANDEZ, EdD, MDM-SEC**  
Schools Division Superintendent

SUBJECT : **REITERATION OF THE INTERIM GUIDELINES ON THE  
CONDUCT OF THE NATIONWIDE SIMULTANEOUS  
EARTHQUAKE DRILL (NSED) DURING THE CORONA  
VIRUS DISEASE 2019 (COVID-19) PANDEMIC**

DATE : **November 9, 2020**

1. Pursuant to Memorandum No. 71, s. 2020 of the National Disaster Risk Reduction and Management Council (NDRRMC), the Department of Education (DepEd) through the Disaster Risk Reduction and Management Service (DRRMS) releases this reiteration memorandum on the guidelines of the conduct of the Nationwide Simultaneous Earthquake Drill (NSED) during the Corona Virus Disease 2019 (COVID-19) pandemic.
2. Due to the limitation in the conduct of mass gatherings as provided in IATF Resolution No. 38, in response to the COVID-19 pandemic, **NSED exercises requiring physical interaction, particularly evacuation drills in DepEd offices and schools are hereby suspended.**
3. All DepEd personnel and learners are enjoined to simultaneously practice the “**duck, cover and hold**” procedure on the schedules hereto stated wherever the locations are (offices, homes, other places). Other exercises such as virtual earthquake drills, tabletop, and functional exercises may also be done, while adhering to the minimum public health standards. The schedule for the quarterly NSED, as provided for the NDRRMC Memorandum No. 23, s. 2020 is as follows:



Address: DepEd SDO, Burgos St., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Republic of the Philippines

## Department of Education

REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

Quarter	Month	Day	Time
1 <sup>st</sup> Quarter	March	Thursday of the Second Week	1400H
2 <sup>nd</sup> Quarter	June		0900H
3 <sup>rd</sup> Quarter	September		1400H
4 <sup>th</sup> Quarter	November		0900H

4. To ensure awareness and preparedness on the impending threat of the inevitable occurrence of an earthquake, even in the midst of the pandemic, **Information, Education and Communication (IEC) campaign on NSED using distant means must be intensified.** Region and Division Offices may use the IEC provided by the DRRMS or may produce their own localized materials. As provided in the NDRRMC Memorandum No. 71, s. 2020, the IEC for NSED during the COVID-19 pandemic shall highlight the following among others:
  - a. Conduct earthquake evacuation while adhering to minimum public health standards based on policies and guidelines of the IATF, the DOH, the OCD, the Department of Science and Technology-Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS) and other relevant organizations.
  - b. Develop and Update preparedness and response plans with consideration on the situation brought about by the COVID-19 pandemic.
  - c. Prepare the emergency survival bag or "Go Bag" with the inclusion of health-related personal protective equipment and items such as face masks and sanitation solutions; and
  - d. Equip the Disaster Risk Reduction and Management team or similar entities with health-related personal protective equipment and items; and
  - e. Promote the gender-sensitivity and inclusiveness in all relevant earthquake preparedness and responsive activities.
5. In addition, existing earthquake contingency plans of regional and division offices, and schools shall be updated to incorporate scenarios, mechanisms, and arrangements that are reflective of the current COVID-19 situation. To ensure minimum public health standards in the conduct of such, remote coordination and online workshops are encouraged.
6. The post-NSED activities, self-evaluation and processing of the NSED within respective areas of jurisdiction is encouraged and no external evaluators should be mobilized after the conduct NSED. The Office of the Civil Defense (OCD) shall prepare and disseminate an online Exercise Evaluation Guide (EEG), for this matter. Evaluation must be submitted.
7. Proper documentation and post-activity evaluation of said drill are required. All field offices are advised to make necessary preparations to ensure that the required reports are submitted on time (**Annex A**). Also attached is the NDRRMC Memorandum No. 71, s. 2020, for your reference.
8. For questions or clarifications, you may contact Mrs. Elvira Nicolas-Villamor of the Schools Division Office (SDO) through DRRM @ 075-615-2647 with e-mail address [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph).
9. For your information, guidance and strict compliance.



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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division Superintendent**

**Annex A: Submission Guidelines for the Memorandum on the Conduct of the 2020 Quarterly Nationwide Simultaneous Earthquake Drills (NSED)**

All schools, school division offices, and regional offices should thoroughly follow the guidelines below; non-compliance is tantamount to non-acceptance of said reports.

Level of DRRM Coordinators	Reporting Activity	No. of Days	To Copy Furnish
1. School DRRM Coordinators	Submit reports with picture of NSED practices and initiatives to respective Division DRRM Coordinators	Not later than two (2) days after the quarterly NSED	> School Principal
2. Division DRRM Coordinators	Consolidate NSED reports and pictures from SDRRMCs and will be submitted to respective Regional DRRM Coordinator	Not later than ten (10) days after the quarterly NSED	> Schools Division Superintendent > DRRMS through drmo@deped.gov.ph
3. Regional DRRM Coordinator	Consolidate and submit NSED reports and pictures from Division DRRM Coordinators and will be submitted to the DRRMS	Not later than twenty (20) days after the quarterly NSED	> Regional Director > DRRMS through drmo@deped.gov.ph

4. Cut-off time for all deadlines will be at 5:00PM.

5. Regional DRRM Coordinators should use the naming convention below for e-mails:

3<sup>rd</sup> Quarter NSED: [CY 2020 3QNSEED] Report\_<Region>

4<sup>th</sup> Quarter NSED: [CY 2020 4QNSEED] Report\_<Region>

SDO-SGOD-DRRM-QF-001



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0920-0072**  
**MEMORANDUM**  
06 September 2020

**For: Regional Directors and BARMM Education Minister**  
**Regional DRRM Coordinators**  
**Schools Division Superintendents**  
**Division DRRM Coordinators**  
**School Heads**

**Subject: REITERATION OF THE INTERIM GUIDELINES ON THE**  
**CONDUCT OF THE NATIONWIDE SIMULTANEOUS**  
**EARTHQUAKE DRILL (NSED) DURING THE CORONAVIRUS**  
**DISEASE 2019 (COVID-19) PANDEMIC**

Pursuant to Memorandum No. 71, s. 2020 of the National Disaster Risk Reduction and Management Council (NDRRMC), the Department of Education (DepEd) through the Disaster Risk Reduction and Management Service (DRRMS) releases this reiteration memorandum on the guidelines of the conduct of the Nationwide Simultaneous Earthquake Drill (NSED) during the Coronavirus Disease 2019 (COVID-19) pandemic.

Because of limitations in the conduct of mass gatherings as provided in IATF Resolution No. 38, in response to the COVID-19 pandemic, NSED exercises requiring physical interaction, particularly evacuation drills in DepEd offices and schools are hereby suspended.

However, all DepEd personnel and learners are enjoined to simultaneously practice the “duck, cover, and hold” procedure on the set times. Other exercises such as virtual earthquake drills, tabletop, and functional exercises may also be done, while adhering to the minimum public health standards. The schedule for the quarterly NSED, as provided for in the NDRRMC Memorandum No. 23, s. 2020 is as follows:

Quarter	Month	Day	Time
1st Quarter	March	Thursday of the Second Week	1400H
2nd Quarter	June		0900H
3rd Quarter	September		1400H
4th Quarter	November		0900H



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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To ensure awareness and preparedness on the impending threat of the inevitable occurrence of an earthquake, even in the midst of the pandemic, **Information, Education and Communication (IEC) campaign on NSED using distant means must be intensified.** Region and Division offices may use the IEC materials provided by the DRRMS or may produce their own localized materials. As provided in the NDRRMC Memorandum No. 71, s. 2020, the IEC for NSED during the COVID-19 pandemic shall highlight the following, among others:

- a. Conduct earthquake evacuation while adhering to minimum public health standards based on policies and guidelines of the IATF, the DOH, the OCD, the Department of Science and Technology-Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS) and other relevant organizations.
- b. Develop and update preparedness and response plans with consideration on the situation brought about by the COVID-19 pandemic.
- c. Prepare the emergency survival bag or "Go Bag" with the inclusion of health-related personal protective equipment and items such as face masks and sanitation solutions; and
- d. Equip the Disaster Risk Reduction and Management team or similar entities with health-related personal protective equipment and items; and
- e. Promote the gender-sensitivity and inclusiveness in all relevant earthquake preparedness and response activities.

In addition, existing earthquake contingency plans of regional and division offices, and schools shall be updated to incorporate scenarios, mechanisms, and arrangements that are reflective of the current COVID-19 situation. To ensure minimum public health standards in the conduct of such, remote coordination and online workshops are encouraged.

For the post-NSED activities, self-evaluation and processing of the NSED within respective areas of jurisdiction is encouraged and no external evaluators should be mobilized after the conduct of NSED. The Office of Civil Defense (OCD) shall prepare and disseminate an online Exercise Evaluation Guide (EEG), for this matter. Evaluation must be submitted.

Proper documentation and post-activity evaluation of said drill are required. All field offices are advised to make necessary preparations to ensure that the required reports are submitted on time (**Annex A**). Also attached is the NDRRMC Memorandum No. 71, s. 2020, for your reference.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Annex A: Submission Guidelines for the Memorandum on the Conduct of the 2020 Quarterly Nationwide Simultaneous Earthquake Drills (NSED)**

All schools, school division offices, and regional offices should thoroughly follow the guidelines below; non-compliance is tantamount to non-acceptance of said reports.

1. School DRRM Coordinators will submit the reports with pictures of NSED practices and initiatives to respective Division DRRM Coordinators not later than two (2) days after the quarterly NSED.
2. Division DRRM Coordinators will consolidate NSED reports and pictures from School DRRM Coordinators and will submit only to respective Regional DRRM Coordinators copy furnished their respective Schools Division Superintendent not later than 10 days after the quarterly NSED copy furnish DRRMS through [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).
3. Regional DRRM Coordinators will consolidate NSED reports and pictures from Division DRRM Coordinators and will submit to the DRRMS copy furnished their respective Regional Directors. Consolidated reports regarding the documentation and analysis of the Quarterly NSED must be submitted to [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) not later than 20 days after the quarterly NSED.
4. Cut-off time for all deadlines will be at 5:00 PM.
5. Regional DRRM Coordinators should use the naming convention below for emails:

3rd Quarter NSED: [CY 2020 3QNSEED] Report\_<Region>

4th Quarter NSED: [CY 2020 QNSEED] Report\_<Region>

