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Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division
Superintendent

Division Memorandum No. 92, 2023

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 : *Aguedo C. Fernandez*
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

SUBJECT : REITERATION ON THE SCHEDULE FOR THE CONDUCT OF
CY 2023 QUARTERLY NATIONWIDE SIMULTANEOUS
EARTHQUAKE DRILL

DATE : March 01, 2023

- In connection to the approved National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 006, s. 2023, "Resumption of Face-to-face Conduct of Nationwide Simultaneous Earthquake Drill", offices across all levels of the Department and Schools are enjoined to participate in the conduct quarterly Nationwide Simultaneous Earthquake Drill (NSED) with schedule as follows:

QUARTER	DATE	TIME
1 st Quarter	09 March 2023	2:00 PM
2 nd Quarter	08 June 2023	9:00 AM
3 rd Quarter	07 September 2023	2:00 PM
4 th Quarter	09 November 2023	9:00 AM



Address: DepEd SDO, Burgos St., Dagupan City
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2. The nationwide COVID-19 cases have been relatively decreasing since February 2022, as reported by the DOH's online COVID-19 Tracker. As a result, and in accordance with the updated Alert Level Systems for COVID-19 issued by the Inter-Agency Task Force for the Emerging Infectious Disease (IATF-EID) on June 4, 2022, 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. All DepEd offices and schools responsible for implementing the drill will assign Safety and Health Officers to monitor and evaluate the adherence to these protocols throughout the exercise.
3. To ensure awareness and preparedness on the impending threat of the inevitable Occurrence of an earthquake, even in the midst of a pandemic, **Information, Education and Communication (IEC) campaign in NSED using distant means should be continuously intensified.** A copy of NSED materials can be accessed through <https://bit.ly/DepEdNSED2023>.
4. In addition, **existing earthquake contingency plans of regional and division offices, and schools shall be updated to incorporate mechanisms, and arrangements that are reflective of the current COVID-19 situation.** To ensure minimum public health standards, the conduct of face-to-face NSED may be postponed or cancelled, or the methodology may be modified, if the IATF-EID decides to prohibit mass gatherings in any or all areas of the country due to certain circumstances.
5. For the post-NSED activities, self-evaluation and processing of the NSED within respective areas of jurisdiction are encouraged after the conduct of NSED. The Office of the Civil Defense (OCD) Exercise Evaluation Guide (EEG) can be used as a guide. The EEG can be accessed on the aforementioned link.
6. 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, as indicated in annex A. Also attached is the NDRRMC Memorandum No. 06, s. 2023, for your reference.



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7. For information, you may contact the Division DRRM Coordinator through email at elvira.villamor@deped.gov.ph.
8. For information, guidance and strict implementation.



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Annex A

Guidelines on the Quarterly Submission of the 2023 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Reports.

For Schools

1. The School DRRM Coordinator shall accomplish the Monitoring and Reporting Template (Annex B), to be signed by 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 Superintendent 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 Coordinators to the DRRMS via email drmo+dp@deped.gov.ph copy furnished their respective Regional Directors not later than fifteen (15) working days, after the schedule of the quarterly NSED. Refer to the following table for the schedule of submission of the quarterly regional NSED report:



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Date of Quarterly Conduct	Submission of Regional Consolidated Report
09 March 2023	30 March 2023
08 June 2023	29 June 2023
07 September 2023	28 September 2023
09 November 2023	01 December 2023

3. Regional DRRM Coordinators are requested to submit at least 5 best pictures in their respective regions. Soft copies are to be attached in their report.
4. Regional DRRM Coordinators should use the naming convention below for emails:
 - 1st Quarter NSED: [CY 2023 1QNSEd] Report_<Region>
 - 2nd Quarter NSED: [CY 2023 2QNSEd] Report_<Region>
 - 3rd Quarter NSED: [CY 2023 3QNSEd] Report_<Region>
 - 4th Quarter NSED: [CY 2023 4QNSEd] Report_<Region>

Cut-off time for all deadlines will be at 5:00 PM. The official number of schools participated in NSED will be based on the consolidated NSED report signed by the Regional Director or authorized official from the Regional Office to be submitted to DRRMS.

The DRRMS shall submit the national consolidated report to the Office of the Civil Defense through the Office of the Undersecretary for Operations.



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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: _____

REGION	
DIVISION	
NAME OF SCHOOL	

Pre-Drill	Yes	No
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		
Actual Drill	Yes	No
Conducted "DUCK, COVER, and HOLD"?		
Conducted evacuation drill?		
Additional Remarks		

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 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 [Add additional item/s when necessary]				

Prepared by:

Noted by:

[School DRRM Coordinator]

[School Head]

Date:

Date:

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

Office initials/MMDDYYYY

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: ouro@deped.gov.ph; Website: www.deped.gov.ph
Tel. No. : (02) 8633-5313; (02) 8631-8492

Annex C

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

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