



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



Office of the Schools Division  
Superintendent

Division Memorandum No. 214, 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 : *Rowena C. Banzon*  
 ROWENA C. BANZON, CESO V  
 Schools Division Superintendent

SUBJECT : REITERATION ON THE SCHEDULE FOR THE CONDUCT OF  
 CY 2023 2nd QUARTER NATIONWIDE SIMULTANEOUS  
 EARTHQUAKE DRILL

DATE : June 05, 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 <sup>st</sup> Quarter	09 March 2023	2:00 PM
2 <sup>nd</sup> Quarter	08 June 2023	9:00 AM
3 <sup>rd</sup> Quarter	07 September 2023	2:00 PM
4 <sup>th</sup> Quarter	09 November 2023	9:00 AM



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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 amid 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.
7. ***Due to unpredictable weather conditions, it is advised that DUCK, COVER and HOLD be executed ONLY inside the classrooms and offices when it is RAINING. EVACUATION will be disregarded, for the safety of ALL PARTICIPANTS.***
8. For further information, you may contact the Division DRRM Coordinator through email at [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph).
9. 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](mailto: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:

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



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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:  
1<sup>st</sup> Quarter NSED: [CY 2023 1QNSEED] Report\_<Region>  
2<sup>nd</sup> Quarter NSED: [CY 2023 2QNSEED] Report\_<Region>  
3<sup>rd</sup> Quarter NSED: [CY 2023 3QNSEED] Report\_<Region>  
4<sup>th</sup> Quarter NSED: [CY 2023 4QNSEED] 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:** \_\_\_\_\_

<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**

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

**Additional Remarks**

<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:

## **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

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