



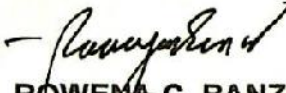
Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM NO. 317, 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, CESO V  
Schools Division Superintendent

SUBJECT : REITERATION ON THE CONDUCT OF THE 3<sup>rd</sup> QUARTER  
NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)

DATE : September 05, 2023

1. Pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 090 series of 2023 and OUOPS Memorandum No. 2023-04-1668 titled "Reiteration on the Schedule for the Conduct of CY 2023 Quarterly Nationwide Simultaneous Earthquake Drill" as attached, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), enjoins all field offices and schools in the conduct of the **3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED) on 07 September 2023, 2:00 PM.**
2. The DRRMS has developed Information, Education, and Communication (IEC) materials for NSED which can be accessed through this link:  
<https://bit.ly/DepEdNSED2023>
3. The Central Office also reiterates that proper documentation and post-NSED evaluation of said drill are required. The Regional consolidated report should be



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email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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submitted not later than 28 September 2023. Please refer to the attached template to be used for reporting purposes.

4. ***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.***
5. For further information, you may contact the Division DRRM Coordinator through email at [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph).
6. 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:

Date of Quarterly Conduct	Submission of Regional Consolidated Report
09 March 2023	30 March 2023
08 June 2023	29 June 2023
<b>07 September 2023</b>	<b>28 September 2023</b>
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 1QNSEd] Report\_<Region>  
2<sup>nd</sup> Quarter NSED: [CY 2023 2QNSEd] Report\_<Region>  
3<sup>rd</sup> Quarter NSED: [CY 2023 3QNSEd] Report\_<Region>  
4<sup>th</sup> 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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