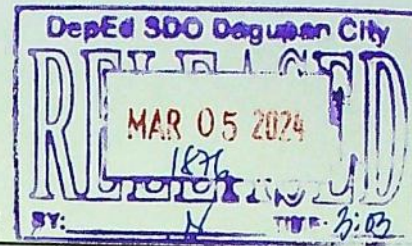




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Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM NO. 92, 2024

MEMO TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
All Public and Private 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 : ADVISORY ON THE SCHEDULE FOR THE CONDUCT OF THE  
CY 2024 QUARTERLY NATIONWIDE SIMULTANEOUS  
EARTHQUAKE DRILL (NSED)

DATE : March 04, 2024

1. The Office of the Undersecretary for Operations, through the Disaster risk Reduction and Management Service (DRRMS), hereby informs all concerned on the rescheduling of the conduct of the **1<sup>st</sup> Quarter Nationwide Simultaneous Earthquake Drill for CY 2024** from March 14, 2024, 9:00 AM to **March 25, 2024, 9:00 AM**. The said change of schedule is in accordance to the NDRRMC Memorandum No. 020, s. 2024.
2. Concurrently, regarding the implementation of DepEd Order No. 003, s. 2024, amending the DepEd Order No. 022, s. 2023 as to the "Implementing Guidelines on the School Calendar and Activities for School Year 2023-2024" and ensure non-disruption of the 3<sup>rd</sup> Quarter Examinations on March 25-26, 2024, it is recommended that the conduct of the 1<sup>st</sup> Quarter NSED of schools on **March 22, 2024, or March 27, 2024**. The rest of the CY 2024 schedules are retained on their original dates unless otherwise amended.
3. For the submission of NSED reports, the Regional DRRM Coordinators are required to consolidate all NSED reports and photo documentation, and submit to the DRRMS via email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) copy furnished to their respective Regional



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Directors, **no later than fifteen (15) working days after the schedule of the quarterly NSED**. For the 1<sup>st</sup> Quarter NSED, Regional Coordinators are to submit their consolidated Regional NSED Reports **on or before 22 April 2024, 5:00 PM**.

4. Information, Education, and Communication (IEC) campaign materials for NSED can be accessed through this link: <http://tinyurl.com/DepEdNSED2024>.
5. For the post-NSED activities, the self-evaluation and processing of the NSED within respective areas of jurisdiction are encouraged after the conduct of NSED. The Office of Civil Defense (OCD) Exercise Evaluation Guide (EEG) can be used as a guide. The EEG can be accessed on the above link.
6. Proper documentation and post-activity evaluation of said drill are required as stipulated in the previous Division Memorandum No. 80, s. 2024. Submission of After Activity Reports and Participation Data Reports should be submitted to [cbts.rpds@ocd.gov.ph](mailto:cbts.rpds@ocd.gov.ph) no later than twenty (20) working days after the activity for consolidation and submission to the Chairperson NDRRM.
7. For details of the activity, you may contact the Division DRRM Coordinator Ms. Elvira N. Villamor via email at [elvira.villamor@deped.gov.ph](mailto: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 2024 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Report**

All DepEd Regional Offices, Schools Division Offices, and schools should thoroughly follow the guidelines below:

**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 are 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, **no 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 **no 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 references, 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@deped.gov.ph](mailto:drmo@deped.gov.ph) copy furnished their respective Regional Directors no 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
March 22, 2024	April 16, 2024
June 13, 2024	July 4, 2024
September 12, 2024	October 3, 2024
November 14, 2024	December 5, 2024

3. Regional DRRM Coordinators are requested to submit at least five (5) best pictures from their respective regions. Soft copies are to be attached to their report.

4. Regional DRRM Coordinators should use the naming convention below as subject line for emails:

1<sup>st</sup> Quarter NSED: [CY 2024 1QNSEED] Report\_<Name of Region>  
2<sup>nd</sup> Quarter NSED: [CY 2024 2QNSEED] Report\_<Name of Region>  
3<sup>rd</sup> Quarter NSED: [CY 2024 3QNSEED] Report\_<Name of Region>  
4<sup>th</sup> Quarter NSED: [CY 2024 4QNSEED] Report\_<Name of Region>

The cut-off time for all deadlines will be at 5:00 PM. The official number of schools participating in the 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 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 QUARTERLY**  
**NATIONWIDE SIMULTANEOUS EARTHQUAKE**  
**DRILL**



**DATE CONDUCTED:** \_\_\_\_\_  
**TIME STARTED:** \_\_\_\_\_  
**TIME ENDED:** \_\_\_\_\_

<b>REGION</b>	
<b>DIVISION</b>	
<b>NAME OF SCHOOL</b>	

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>			
<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]

\_\_\_\_\_  
[School Head]

Date:

Date:



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**ANNEX C**

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

The following guidelines is set for the photo and video documentation of the quarterly Conduct of the NSED in schools and DepEd offices:

1. Photo and video recordings of quarterly NSED conduct may be used in information and communication materials of the Department, as requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face mask.
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
  - 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 or 60fps



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