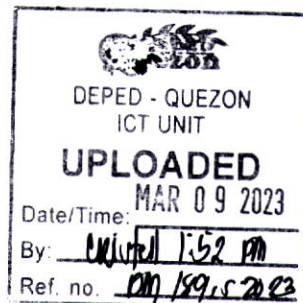




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



08 March 2022

**DIVISION MEMORANDUM**

**DM No. 189, s. 2022**

**SCHEDULE FOR THE CONDUCT OF CY 2023 QUARTERLY NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL**

**TO:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
School Head In-Charge for School Governance and Operation  
School Heads  
All Others Concerned

1. Relative to the **OUOPS No. 2023-04-1668 Memorandum, titled Reiteration on the Schedule for the Conduct of CY 2023 Quarterly Nationwide Simultaneous Earthquake Drill (NSED) and NDRRMC Memorandum No. 006, s. 2023, titled Resumption of Face-to-face Conduct of Nationwide Simultaneous Earthquake Drill**, this Office encourages all the schools and offices of SDO to participate in the conduct of quarterly Nationwide Simultaneous Earthquake Drill (NSED), as scheduled below:

Quarter	Date	Time
1 <sup>st</sup> Quarter	March 9, 2023	2:00 PM
2 <sup>nd</sup> Quarter	June 8, 2023	9:00 AM
3 <sup>rd</sup> Quarter	September 7, 2023	2:00 PM
4 <sup>th</sup> Quarter	November 9, 2023	9:00 AM

2. School DRRM Team shall facilitate and ensure the safety of all participants on the aforementioned drill and 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

DEPEDQUEZON-TM-SDS-04-009-003



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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.
7. OUOPS Memorandum No. 2023-04-0892, the Implementing Guidelines of DO No. 53, s. 2022: "The said drills (unannounced earthquake and fire drills) shall be implemented separately from the Quarterly Nationwide Simultaneous Drill (NSED). The drills shall be conducted on a different day that the NSED is carried out."
8. School Disaster Risk Reduction and Management Coordinator shall include in his summary of report the venue and status of the identified evacuation area including the utilization of main thorough road as evacuation site.
9. For queries, clarifications, and other related concerns, you may contact **Mr. Arvin P. Repaso**, Project Development Officer II-DRRM, at 0917 124 8303.
10. Immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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## Annex A

### Guidelines on the Quarterly Submission of the 2023 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Report

All schools, schools division office, regional offices 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 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
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 atleast 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:

Office\_initials/MMDDYYYY

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

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.

Office\_initials/MMDDYYYY

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

**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

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