



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

04 September 2023


DIVISION MEMORANDUM

No. S/4, s. 2023

**REITERATION ON THE CONDUCT OF CY 2023 3RD QUARTER NATIONWIDE
SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

To: **Chief Education Supervisors
All Education Program Supervisors
All Public Schools District Supervisors
All Unit/Section Heads
Division DRRM Officer
All Public Elementary & Secondary School Heads
All Public Elem. & Sec. School DRRM Coordinators
All Others Concerned**

1. Pursuant to the attached OUOPS Memorandum No. 2023-04-7825 titled "*Reiteration on the Conduct of the 3rd Quarter Nationwide Simultaneous Earthquake Drill*", the Schools Division Office of Tacloban City, through the Disaster Risk Reduction and Management Service (DRRMS), enjoins all schools and offices to participate in the conduct of the **3rd Quarter Nationwide Simultaneous Earthquake Drill** on **September 7, 2023, at 2:00 in the afternoon.**
2. The DRRMS Information, Education, and Communication (IEC) materials for NSED can be accessed through this link: <https://bit.ly/Drp4NSED2023>.
3. This office also reiterates that proper documentation and post-NSED evaluation of said drill are required.
4. Other details and information relative to the documentation and submission of reports are stated in attached enclosures.
5. For queries and concerns on the aforementioned matters, please contact the **SDO Tacloban City - Disaster Risk Reduction and Management Service** through the Division DRRM Officer CRISVILL M. VILLAMOR at 09085564721 or email at crisvill.villamor@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.


JUDELLA R. LUMPAS EdD, CESO VI
Schools Division Superintendent



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RELEASED
9/5/23
2:39



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Annex A

**Guidelines on the Quarterly Submission of the
2023 Quarterly Nationwide Simultaneous Earthquake Drill
(NSED) Reports**

All schools should thoroughly follow the guidelines below. Non-compliance is tantamount to the non-acceptance of said reports.

1. The School DRRM Coordinators 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.**



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 items when necessary			

Prepared by:

Noted by:

[School DRRM Coordinator]

Date:

[School Head]

Date:



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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:

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
(w/ 1080p or 720p resolution)
 - ii. Dimensions: 1920px x 1080px (16:9)
 - iii. Orientation: Landscape
 - iv. Frame rate: 30fps

