

Republic of the Philippines

Department of Education

Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

04 September 2023

DIVISION MEMORANDUM

No. SY_, 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://bir.lv/Dept/dNSED2023.
- This office also reiterates that proper documentation and post-NSED evaluation of said drill are required.
- 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 crisvall, vacamora deped gov pla.
- Immediate dissemination of and compliance with this Memorandum are desired.

JUDELLA R. LUMPAS EdD, CESO V Schools Division Superintendent





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Annex A

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

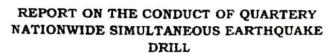
All schools should thoroughly follow the guidelines below. Non-compliance is tantamount to the non-acceptance of said reports.

- The School DRRM Coordinators shall accomplish the Monitoring and Reporting Template (Annex B), to be signed by corresponding School DRRM Coordinator and School Head.
- 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.



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION





Pre-Drill With available Go Bags? With updated preparedness, evacuation, and esponse plans? With updated contingency plan? With available early warning system?	Yes	No
Pre-Drill With available Go Bags? With updated preparedness, evacuation, and esponse plans? With updated contingency plan?	Yes	No
Pre-Drill With available Go Bags? With updated preparedness, evacuation, and esponse plans? With updated contingency plan?	Yes	No
Pre-Drill Vith available Go Bags? Vith updated preparedness, evacuation, and esponse plans? Vith updated contingency plan?	Yes	No
Vith available Go Bags? Vith updated preparedness, evacuation, and esponse plans? Vith updated contingency plan?	Yes	No
Vith available Go Bags? Vith updated preparedness, evacuation, and esponse plans? Vith updated contingency plan?	Yes	No
Vith updated preparedness, evacuation, and esponse plans? Vith updated contingency plan?		
esponse plans? Vith updated contingency plan?		
Vith updated contingency plan?		
Vith available early warning eyetem?		
Vith available emergency and rescue equipment?		
Vith 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 carthquake		
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	1	
earthquake preparedness and fire prevention?		
tartinquake preparedness and are prevention?		
Additional Remarks		

No. of Personnel	Male	Female	Total
No. of Teaching Personnel			
No. of Non-Teaching Personnel			
Grand Total			
No. of Learners	Male	Female	Total
No. of Learners			
No. of IP Learners			
No. of Muslim Learners			
No. of Learners with Disability			
Grand Total			
Post-Drill	Yes		No
Conduct of post-activity exercises tabletop and			
functional exercises			
Additional Remarks			
Common issues and concerns encounter	ed during th	e actual cond	
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			uct of dril
2			uct of dril
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2 3 4			uct of dril
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2 3 4 5 [Add additional item/s when necessary]	Noted by		uct of dri
2 3 4	Noted by		uct of dri
2 3 4 5 [Add additional item/s when necessary] Prepared by:			uct of dri
2 3 4 5 [Add additional item/s when necessary]	Noted by [School F		uct of dri



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Region VIII SCHOOLS DIVISION OF TACLOBAN CITY

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:

- 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.
- 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
 - 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
 - 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