



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools Division Superintendent**

08 February 2023

DIVISION MEMORANDUM  
NO. 073, s. 2023

**DISSEMINATION OF OUOPS MEMORANDUM NO. 2023-04-0892  
REITERATING THE DEPED ORDER NO. 53, s. 2022 IMPLEMENTING  
GUIDELINES**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, SGOD & CID**  
**Project Development Officer II**  
**All Public Elementary and Secondary School Heads**  
**All School DRRM Coordinators**  
**All Others Concerned**  
This Division

1. Relative to the Office of the Undersecretary for Operations (OUOPS) Memorandum No. 2023-04-0892 entitled **DepEd Order No. 53, s. 2022 Implementing Guidelines**, this Office hereby disseminates the Mandatory Unannounced Earthquake and Fire Drills in Schools Implementing Guidelines.
2. These drills and simulation exercise are preventive measures that will allow everyone to be familiarized with the escape routes and will reinforce proper action in the occurrence of a calamity.
3. Further, please see attached memorandum for more information (Enclosure 1 – Implementing Guidelines and Enclosure 2 – School Reporting Tool).
4. This Office adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the set drills. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.







Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**VICTOR G. DE GRACIA, JR., PhD, CESO V**  
Assistant Regional Director  
Concurrent Schools Division Superintendent  


Encls:  
As stated

Reference:  
OUOPS Memo No. 2023-04-0892

To be indicated in the Perpetual Index  
under the following subject:

SGOD/DRRM/jee	DRILLS
	EARTHQUAKE
	FIRE
	SAFETY EDUCATION





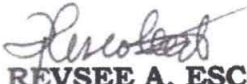
Republic of the Philippines  
**Department of Education**  
OPERATIONS

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OUOPS No. 2023-04- 0892

**MEMORANDUM**

TO : **MINISTER, BASIC, HIGHER, AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION DRRM COORDINATORS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

SUBJECT : **DepEd Order No. 53, s. 2022 Implementing Guidelines**

DATE : January 31, 2023

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Pursuant to DepEd Order (DO) No. 53, s. 2022 titled *Mandatory Unannounced Earthquake and Fire Drills in Schools*, requiring all public elementary and secondary schools to conduct **unannounced earthquake and fire drills every first and third week of every month**, the Office of the Undersecretary for Operations (OUOPS) provides the enclosed DepEd Order No. 53, s. 2022 Implementing Guidelines.

The enclosed Implementing Guidelines are based on the agreements made during the coordination meeting with the regional DRRM Coordinators on the implementation of DO 53, s. 2022 held last January 11, 2023 via Zoom conference call. Further, the regional DRRM Coordinators shall cascade and provide guidance to the division DRRM Coordinators on the implementation of DO 53, s. 2022.

For queries and concerns, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

For information and appropriate action.



**(Enclosure No. 1)**

**Implementing Guidelines of the DepEd Order No. 53, s. 2022 or the Mandatory Unannounced Earthquake and Fire Drills in Schools**

**I. Schedule of the Mandatory Unannounced Earthquake and Fire Drills**

The mandatory unannounced earthquake and fire drills shall be conducted twice monthly, during the first and third week of each month. The conduct of the drill shall take no more than one (1) hour to ensure the minimal disruption of classes. Kindly refer to the following table for mapping of the first and third weeks of the month for CY 2023:

**Table A. Mapping of weeks of the month of SY 2022 - 2023 for the conduct of the mandatory unannounced earthquake and fire drills**

<b>Month</b>	<b>Weeks</b>	<b>Dates Covered</b>
January 2023	First Week	January 2 - January 6
	Third Week	January 16 - January 20
February 2023	First Week	January 30 - February 3
	Third Week	February 13 - February 17
March 2023	First Week	March 6 - March 10
	Third Week	March 20 - March 24
April 2023	First Week	April 3 - April 7
	Third Week	April 17 - April 21
May 2023	First Week	May 1 - May 5
	Third Week	May 15 - May 19
June 2023	First Week	June 5 - June 9
	Third Week	June 19 - June 23
July 2023	First Week	July 3 - July 7 (last week of classes)

*\*based on DepEd Order 34, s. 2022*

The School Heads, with their respective school DRRM teams, shall determine the specific days that their school shall conduct the drills. The proposed schedule of the drills shall be communicated to the Schools Division Offices through the school DRRM coordinator.

The said drills under DepEd Order 53, s. 2022 shall be implemented separately from the quarterly Nationwide Simultaneous Earthquake Drill (NSED). The drills shall be conducted on a different day that the NSED is carried out.

For cases where there is conflict with the schedules of equally important school activities, such as but not limited to, quarterly examinations and the National Achievement test, the Schools Division Office shall determine the next best available schedule for the conduct of the drills and shall communicate these changes to their respective Regional Office. The Regional Offices shall communicate these changes to the DRRMS.

## **II. Involved Personnel and Stakeholders**

The Regional Directors and the Schools Division Superintendents shall ensure that their respective DRRM coordinators receive the required assistance from the other concerned divisions and units of their office.

The School Heads, with their school DRRM team shall enjoin the Parent-Teacher Association (PTA) of their schools pursuant to Section 9 - *Duties and Responsibilities of PTA Members* of DepEd Order 13, s. 2022 titled *Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations* to provide support to the school in the planning and conduct of the drills as stipulated by DO 53, s. 2022.

## **III. Special Considerations**

For schools located near coastlines and flood prone areas, the drills shall not require the learners and school personnel to evacuate to the mainland or higher ground.

For schools located in highly dense urban areas, the drills shall not require learners and school personnel to evacuate to predetermined evacuation sites which are far away from school premises.

## **IV. Administrative Guidelines**

The Schools Division Offices are advised to refer to their respective Earthquake and Fire Contingency Plans with respect to the involvement of their local governments (city, municipality, barangay) and local partners, such as but not limited to, the Bureau of Fire Protection and non-government organizations to ensure the successful and well-coordinated implementation of DepEd Order 53, s. 2022.

The School Heads are instructed to conduct formal briefings of their teaching and non-teaching personnel, as well as their parent-teacher associations, regarding the schedule and implementation of the drills.

Due to the nature of the drills being unannounced, the schools are advised to revisit their Earthquake and Fire Contingency Plans to ensure that unnecessary panic and untoward incidents are avoided and/or managed, and that there are zero casualties and injuries caused by these drills.

## **V. Monitoring**

All schools, schools division offices, and regional offices shall strictly follow the guidelines below.

Attached are the following monitoring templates:



- i) **Report on the Conduct of Unannounced Earthquake and Fire Drill** – School-level Monitoring Template
- ii) **Division Consolidated Report on the Conduct of Unannounced Earthquake and Fire Drill** – Division-level Monitoring Template
- iii) **Regional Consolidated Report on The Conduct of Unannounced Earthquake and Fire Drill** – Regional-level Monitoring Template

**Report Consolidation and Submission Schedule**

1. The School DRRM Coordinator shall accomplish the School Level Monitoring Template after every conduct of the drills and submit the accomplished template **no later than the Tuesday of the second week** (for the first week of the month drills) and **the Tuesday of the fourth week** (for the third week of the month drills) **of the month** to their Division DRRM Coordinator. For drill weeks that are rescheduled to a different week, the deadline will be adjusted to the Tuesday of the following week.
2. The Division DRRM Coordinator shall consolidate the school-level reports using the Division-level Monitoring Template and shall submit to the regional office through the Regional DRRM Coordinator **no later than three (3) working days after the school level report submission deadline.**
3. The Regional DRRM Coordinator shall consolidate the division-level reports using the Regional-level Monitoring Template and shall submit to the DRRMS via email at [drrmo@deped.gov.ph](mailto:drrmo@deped.gov.ph) . Kindly refer to the following table for the schedule of the monthly regional consolidated report submissions:

<b>Conduct of Drills Period</b>	<b>Regional Consolidated Report Deadline</b>
January 2023	February 10, 2023
February 2023	March 3, 2023
March 2023	April 7, 2023
April 2023	May 5, 2023
May 2023	June 2, 2023
June 2023	July 7 2023
July 2023	July 18, 2023

4. The DRRMS shall submit the national consolidated report to the Office of the Secretary through the Office of the Undersecretary for Operations.

**ENCLOSURE NO. 2**



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**

**REPORT ON THE CONDUCT OF UNANNOUNCED  
 EARTHQUAKE AND FIRE DRILL**  
 (DepEd Order No. 53, s. 2022)



**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**

Actual Drill		Yes	No	
Conducted "DUCK, COVER, and HOLD"?				
Conducted evacuation drill?				
<b>Additional Remarks</b>				
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				
<b>Additional Remarks</b>				
Common issues and concerns encountered during the actual conduct of drill				
1				
2				
3				
4				
5 [Add additional item/s when necessary]				

**Prepared by:**

**Noted by:**

\_\_\_\_\_  
**[School DRRM Coordinator]**

Date:

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

Date: