



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

**Office of the Schools Division Superintendent**

01 September 2023

DIVISION MEMORANDUM  
NO. 363, s. 2023

**CONDUCT OF CY 2023 3<sup>RD</sup> QUARTER NATIONWIDE SIMULTANEOUS  
EARTHQUAKE DRILL (NSED)**

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

1. Relative to the Office of the Undersecretary for Operations (OUOPS) Memorandum No. 2023-04-1668 entitled **Reiteration on the Schedule for the Conduct of CY 2023 Quarterly Nationwide Simultaneous Earthquake Drill (NSED)**, this Office hereby informs the field to participate in the conduct of 3<sup>rd</sup> Quarter NSED on September 7, 2023, 2:00 P.M.
2. This is to ensure awareness and preparedness on the impending threat of the inevitable occurrence of earthquake. Also, drills 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, copy of Information, Education and Communication (IEC) materials for NSED which can be accessed through this link: <https://bit.ly/DepEdNSED2023>.
4. Moreover, proper documentation and post-NSED evaluation of the said drill are required. School report should be submitted not later than September 15, 2023 via this link: <https://bit.ly/DRRMfiles>. Kindly check the attached Annex for more information and guidelines in the conduct of NSED.



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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5. This Office adheres 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.
6. Immediate and wide dissemination of this Memorandum is enjoined.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Encls:

As stated

Reference:

OUOPS Memo No. 2023-04-1668

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

SGOD/DRRM/jee      3<sup>RD</sup> QUARTER NSED 2023  
EARTHQUAKE DRILL  
SAFETY EDUCATION



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**REPORTS ON THE CONDUCT OF QUARTERLY NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

**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?		
<b>Additional Remarks</b>		





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<b>ACTUAL DRILL</b>	<b>YES</b>	<b>NO</b>	
Conducted "DUCK, COVER, and HOLD"?			
Conducted evacuation drill?			
<b>Additional Remarks</b>			
<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 (Excluding IP, Muslim and Learners with Disability)			
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			

Prepared by:

Noted by:

**School DRRM Coordinator**

**School Head**

Date:

Date:



## 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: [ourc@deped.gov.ph](mailto:ourc@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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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

## **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