

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

Office of the Schools Division Superintendent

15 March 2024

DIVISION MEMORANDUM
 NO. 119, s. 2024

**REITERATION OF THE CONDUCT OF CY 2024 QUARTERLY
 NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED) AND
 ADVISORY ON THE SCHEDULE OF THE 1ST QUARTER 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

- Pursuant to the approved NDRRMC Memorandum No. 13, s. 2024 "Conduct of the CY 2024 Nationwide Simultaneous Earthquake Drill", this Offices informs the fields to participate in the conduct of the Nationwide Simultaneous Earthquake Drill (NSED) with the schedule as follows:

QUARTER	DATE	TIME
1 st Quarter	March 25, 2024*	9:00 AM
2 nd Quarter	June 13, 2024	2:00 PM
3 rd Quarter	September 12, 2024	9:00 AM
4 th Quarter	November 14, 2024	2:00 PM

- 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.
- Further, regarding the implementation of DepEd Order No. 003, s. 2024, amending the DepEd Order No. 022, s. 2023 as to the "Implementing






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Guidelines on the School Calendar and Activities for the School Year 2023-2024” and ensure non-disruption of the 3rd Quarter Examinations on March 25-26, 2024, this Office recommend to conduct the 1st Quarter NSED on March 22, 2024. The rest of the CY 2024 schedule are retained on their original dates unless otherwise amended.

4. Moreover, submission of NSED reports to Division DRRM Coordinators are required including photo documentation. School NSED report should be submitted on or before April 5, 2024, 5:00 PM.
5. In addition, references and IEC materials for NSED can be accessed through this link: <http://tinyurl.com/DepEdNSED2024>.
6. This Office adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the activity. 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.
7. Immediate and wide dissemination of this Memorandum is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encls:

As stated

Reference:

NDRRMC Memorandum No. 13, s. 2024

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

SGOD/DRRM/jee

NSED CY 2024
Earthquake Drill



ANNEX A

Guidelines on the Quarterly Submission of the 2024 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Report

All DepEd Regional Offices, Schools Division Offices, and schools 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 are 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 refence, 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@deped.gov.ph copy furnished their respective Regional Directors **not later that 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:

Date of Quarterly Conduct	Submission of Regional Consolidated Report
March 14, 2024	April 5, 2024
June 13, 2024	July 4, 2024
September 12, 2024	October 3, 2024
November 14, 2024	December 5, 2024

3. Regional DRRM Coordinators are requested to submit at least **five (5) best pictures** from their respective regions. Soft copies are to be attached to their report.
4. Regional DRRM Coordinators should use the naming convention below as subject line for emails:

1st Quarter NSED: [CY 2024 1QNSEED] Report_<Name of Region>

2nd Quarter NSED: [CY 2024 2QNSEED] Report_<Name of Region>

3rd Quarter NSED: [CY 2024 3QNSEED] Report_<Name of Region>

4th Quarter NSED: [CY 2024 4QNSEED] Report_<Name of Region>

The cut-off time for all deadlines will be at 05:00 PM. The official number of schools participating in the 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.

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 recordings of quarterly NSED conduct may be used in information and communication materials of the Department, as 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
 - 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 or 60fps



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

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 LDRMO/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		





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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 (Excluding IP, Muslim and Learners with Disability)			
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			

Prepared by:

Noted by:

School DRRM Coordinator

School Head

Date:

Date:

