



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

Office of the Schools Division Superintendent

05 November 2024

DIVISION MEMORANDUM
NO. 437, s. 2024

**REITERATION OF THE CONDUCT OF THE 4th QUARTER NATIONWIDE
SIMULTANEOUS EARTHQUAKE DRILL (NSED) CY 2024**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, SGOD & CID
Administrative Officer V
Project Development Officer II
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. 2024-04-08809 entitled **Reiteration of the Conduct of 4th Quarter Nationwide Simultaneous Earthquake Drill (NSED) CY 2024**, this Office hereby informs the field to participate in the conduct of 4th Quarter NSED on November 14, 2024 (Thursday), at 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, reference and Information, Education and Communication (IEC) materials for NSED are available and accessible through this link: <https://bit.ly/DepEdNSED2024>.
4. Moreover, proper documentation and post-NSED evaluation of the said drill are required. School report should be submitted not later than November 22, 2024 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
Email Address: 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

rj

Encls:

As stated

Reference:

OUOPS Memo No. 2024-04-08809

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

SGOD/DRRM/jee 4th QUARTER NSED 2024
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: _____

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		





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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:



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