

**MEMORANDUM** Date: 6/19/2024

To:  PSDS/DICs  Elem/Sec School Heads  
 Private Schools  Others:

For:  Information  Dissemination  
 Guidance  Strict Compliance

**ORLANDO E. MANUEL PhD., CESO V**  
Office of the Schools Division Superintendent

By:  PSDS  CID Chief  SGOD Chief  AO  Atty  Signat



Republika ng Pilipinas

**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

DEPARTMENT OF EDUCATION  
**RECEIVED**  
DATE: 6/18/24  
TIME: 9:00  
BY: [Signature]  
Created by: Records  
Date Created: 06/17/2024

DEPED REGIONAL OFFICE 02  
**RECEIVED**  
DATE: 6-07-24  
BY: [Signature]  
RECORDS SECTION

**MEMORANDUM**  
DM-OUOPS-2024- 04-0427

**FOR** MINISTER, BASIC, HIGHER, AND TECHNICAL EDUCATION, BARMM  
ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGIONAL AND DIVISION DRRM COORDINATORS  
ALL PUBLIC SCHOOLS

**FROM** : [Signature]  
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**SUBJECT** : **Reiteration on the Rescheduling of the 2nd Quarter Nationwide Simultaneous Earthquake Drill CY 2024**

**DATE** : May 29, 2024

Pursuant to OUOPS Memorandum No. 2024-04-01277 titled "Reiteration on the Schedule for the Conduct of CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill (NSED)" and National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 087, s. 2024 titled "Rescheduling of the Second Quarter Nationwide Simultaneous Earthquake Drill CY 2024" as attached, the Office of the Undersecretary for Operations, through the Disaster Risk Reduction and Management Service (DRRMS), enjoins all field offices and schools in the conduct of the **2nd Quarter Nationwide Simultaneous Earthquake Drill (NSED) on 28 June 2024, 2:00 PM.**

References and Information, Education, and Communication (IEC) materials for NSED are available and accessible through this link: <https://tinyurl.com/DepEdNSED2024>

This office further reiterates that proper documentation and post-NSED evaluation of said drill are required. The Regional consolidated report should be submitted **not later than 26 July 2024**. Please refer to the attached template to be used for reporting purposes.

For further information and clarification, you may contact your respective Area of Responsibility (AOR) Lead or the DRRMS at [drmm@deped.gov.ph](mailto:drmm@deped.gov.ph).

For information and appropriate action.  
(DRRMS: RA)



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig  
Telephone Nos. (02) 8633-5313, (02) 8631-8492  
Email Address: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

DEPED REGIONAL OFFICE 02  
**RELEASED**  
DATE: 06-19-2024  
BY: [Signature]  
**RECORDS SECTION**

June 13, 2024

To: **Schools Division Superintendents**

For information, guidance and compliance.

[Signature]

**BENJAMIN D. PARAGAS, PhD, CESO III**  
Director IV/Regional Director



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2024-** 04-01277

**FOR :** MINISTER, BASIC, HIGHER, AND TECHNICAL  
EDUCATION, BARMM  
ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGIONAL AND DIVISION DRRM COORDINATORS  
ALL PUBLIC SCHOOLS

**THRU :** *[Signature]*  
**NENNETH ESPLANA-ALAMA**  
*Director IV, Disaster Risk Reduction and Management Service*

**FROM :** *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**SUBJECT :** **Reiteration on the Schedule for the Conduct of CY 2024  
Quarterly Nationwide Simultaneous Earthquake Drill (NSED)**

**DATE :** February 23, 2024

Pursuant to the approved NDRRMC Memorandum No. 013, s. 2024 "Conduct of the CY 2024 Nationwide Simultaneous Earthquake Drill", offices across all levels of the Department and schools are enjoined to participate in the conduct of quarterly Nationwide Simultaneous Earthquake Drill (NSED) with schedule as follows:

Quarter	Date	Time
1 <sup>st</sup> Quarter	March 14, 2024	09:00 AM
2 <sup>nd</sup> Quarter	June 13, 2024	02:00 PM
3 <sup>rd</sup> Quarter	September 12, 2024	09:00 AM
4 <sup>th</sup> Quarter	November 14, 2024	02:00 PM

Additionally, NDRRMC Memorandum No. 06, s. 2023 allowed the resumption of the conduct of traditional or in-person Nationwide Simultaneous Earthquake Drill since the beginning of the first quarter of 2023. It is therefore recommended to design and implement other forms of exercises based on needs assessment, aside from evacuation drills, to scale up overall earthquake preparedness. However, this is subject to the strict implementation of minimum health protocols such as but not limited to, social distancing and handwashing to ensure the safe and effective conduct of the NSED. All DepEd offices and schools responsible for implementing

the drill will assign Safety and Health Officers to monitor and evaluate the adherence to these protocols throughout the exercise.

To ensure awareness and preparedness on the impending threat of the inevitable occurrence of an earthquake, even amid pandemic, **Information, Education, and Communication (IEC) campaign in NSED using distant means should be continuously intensified.** A copy of NSED materials can be accessed through <http://tinyurl.com/DepEdNSED2024>.

In addition, **existing earthquake contingency plans of regional and division offices, and schools shall be updated** to incorporate mechanisms, and arrangements that are reflective of the current COVID-19 situation. To ensure minimum public health standards, the conduct of face-to-face NSED may be postponed or cancelled, or the methodology may be modified, if the IATF-EID decides to prohibit mass gatherings in any or all areas of the country due to certain circumstances.

For the post-NSED activities, the self-evaluation and processing of the NSED within respective areas of jurisdiction are encouraged after the conduct of NSED. The Office of Civil Defense (OCD) Exercise Evaluation Guide (EEG) can be used as a guide. The EEG can be accessed on the above link.

Proper documentation and post-activity evaluation of said drill are required. All field offices are advised to make necessary preparations to ensure that the required reports are submitted on time, as indicated in Annex A. Also attached is the NDRRMC Memorandum No. 013, s. 2024 for reference.

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

For information and appropriate action.

[DRRMS/ AAMS]

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

1<sup>st</sup> Quarter NSED: [CY 2024 1QNSEED] Report\_<Name of Region>  
2<sup>nd</sup> Quarter NSED: [CY 2024 2QNSEED] Report\_<Name of Region>  
3<sup>rd</sup> Quarter NSED: [CY 2024 3QNSEED] Report\_<Name of Region>  
4<sup>th</sup> 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 B**



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**REPORT ON THE CONDUCT OF QUARTERY**  
**NATIONWIDE SIMULTANEOUS EARTHQUAKE**  
**DRILL**



**DATE CONDUCTED:** \_\_\_\_\_  
**TIME STARTED:** \_\_\_\_\_  
**TIME ENDED:** \_\_\_\_\_

<b>REGION</b>	
<b>DIVISION</b>	
<b>NAME OF SCHOOL</b>	

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**

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<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			
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 [Add additional item/s when necessary]			

**Prepared by:**

**Noted by:**

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

Date:

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

Date:

insert region logo here

DIVISION CONSOLIDATED REPORT ON THE CONDUCT

No.	SCHOOL ID	SCHOOL NAME	PRE-DRILL														Total No. of		
			With available Go Bags?	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/p 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	Conducted DUCK, COVER, and HOLD?		Conducted evacuation drill?	Additional Remarks
			Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No	Yes/No
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<b>TOTAL</b>																			

Prepared by:

Noted by:

Division LDRM Coordinator

Schools Division Superintendent

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## 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



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MAY 24 2024

**MEMORANDUM**  
No. 087, s. 2024

**TO :** ALL MEMBERS OF DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL LEVELS AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

**SUBJECT:** Rescheduling of the Second Quarter Nationwide Simultaneous Earthquake Drill CY 2024

NDRRMC Memorandum No. 013, s. 2024, dated 24 January 2024, outlined the schedule for the conduct of CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill (NSED).

To allow for more meaningful conduct of the Nationwide Simultaneous Earthquake Drill (NSED), the Second Quarter NSED is being moved from 13 June 2024 (02:00 PM) to 28 June 2024 (02:00 PM).

In this regard, all DRRM Councils at all levels and other agencies and constitutional bodies concerned are hereby enjoined to organize and conduct the abovementioned activity as rescheduled using worst-case scenarios specific to their areas of responsibilities (AOR) to promote earthquake preparedness. Minimum public health precautionary measures must be observed.

Submission of After Activity Reports and Participation Data Reports shall be submitted to [disasterpreparedness@ocd.gov.ph](mailto:disasterpreparedness@ocd.gov.ph) within twenty (20) working days after the activity for consolidation and submission to the Chairperson, NDRRMC.

For information and guidance.

For the Chairperson, NDRRMC:

**USEC. ARIEL F. NEPOMUCENO**  
Executive Director, NDRRMC and  
Administrator, OCD

