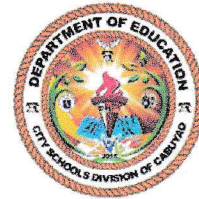


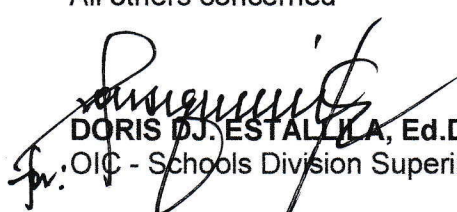


Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



**MEMORANDUM**

TO : OIC - Assistant Schools Division Superintendent  
Chief Curriculum Implementation Division  
OIC – Chief School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
School DRRM Coordinators  
All SDO Cabuyao Personnel  
All others concerned

FROM :   
DORIS D.J. ESTALLILLA, Ed.D.  
OIC - Schools Division Superintendent

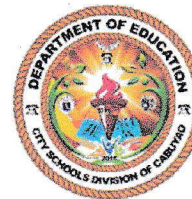
SUBJECT : **CY 2018 2<sup>ND</sup> QUARTER NATIONWIDE SIMULTANEOUS  
EARTHQUAKE DRILL (NSED) REPORTS SUBMISSION**

DATE : June 21, 2018

1. Pursuant to Deped Memorandum dated 18 May 2018: Conduct of CY 2018 Second Quarter Nationwide Simultaneous Earthquake Drill (see Enclosure No.1), all schools are hereby instructed to comply with the submission guidelines as stipulated in Annex A of the said memorandum.
2. A standard report format (see Enclosure No.2) shall be used to facilitate the consolidation and to align this practice closer to the International Organization for Standardization (ISO) requirements.
3. School DRRM Coordinators may submit the final reports through email: [jomar.flores@deped.gov.ph](mailto:jomar.flores@deped.gov.ph) ; by posting on the official Facebook group **DRRM-Facilities Group**, <https://www.facebook.com/groups/219478245498608/> or through the division office's records unit.
4. Deadline of submission shall be 26 June 2018.
5. For strict compliance.
6. Immediate dissemination of this Memorandum is desired.



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



ENCLOSURE NO. 1



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Katihim

**MEMORANDUM**  
18 May 2018

For: **Secretary Leonor Magtolis Briones**  
**Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**ARMM Regional Secretary**  
**Regional Directors**  
**Schools Division Superintendents**  
**Schools Concerned**

Subject: **CONDUCT OF CY 2018 SECOND QUARTER NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL**

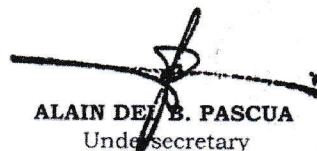
All Department of Education offices and schools shall participate in the conduct of the CY 2018 Second Quarter Nationwide Simultaneous Earthquake Drills (CY 2018 Q2NSED). The Second Quarter NSED will commence on 21 June 2018 at 2:00 PM (Thursday), with the National Ceremonial Venue to be held at San Mateo, Rizal.

The objectives are as follows:

1. To evaluate the readiness and awareness of learners and DepEd personnel for earthquakes; and,
2. To evaluate the coordination and communication mechanisms during evacuation procedures and response.

Proper documentation and post-activity evaluation of said drill is required. All field offices are advised to make necessary preparations to ensure that the required reports are submitted on time (Annex A).

For strict compliance.

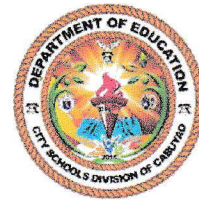
  
**ALAIN DEL B. PASCUA**  
Undersecretary

**Office of the Undersecretary for Administration**

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



**Annex A.** Submission Guidelines for the Memorandum on the Conduct of the 2018 Quarterly Nationwide Simultaneous Earthquake Drills (CY 2018 Quarterly NSED)

All schools, school division offices, and regional offices should thoroughly follow the guidelines below; non-compliance is tantamount to non-acceptance of said reports.

1. School DRRM Coordinators will submit the reports only to respective SDO DRRM Coordinators by 26 June 2018.
2. Division DRRM Coordinators will consolidate NSED reports from School DRRM Coordinators and will submit only to respective Regional DRRM Coordinators by 4 July 2018.

Division DRRM Coordinators will copy furnish to respective Office of the Schools Division Superintendent.

3. Regional DRRM Coordinators will consolidate NSED reports from Division DRRM Coordinators and will submit to the DRRMS. Submit all consolidated reports regarding the documentation and analysis of the Quarterly NSED to [drrmo+NSED@deped.gov.ph](mailto:drrmo+NSED@deped.gov.ph) by 9 July 2018.

Regional DRRM Coordinators should copy furnish to their respective Regional Directors.

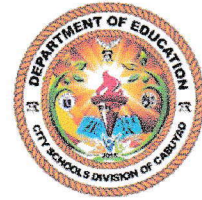
4. Cut-off time for all deadlines will be at 5:00 PM.
5. Regional DRRM Coordinators should use the naming convention below for emails:

**[CY 2018 Q2 NSED] Report\_<Region>**

For strict compliance.



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
CITY SCHOOLS DIVISION OF CABUYAO



ENCLOSURE NO. 2

**TITLE PAGE (YOUR CHOICE OF BACKGROUND)**

# **FINAL REPORT ON THE CONDUCT OF**

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## **NATIONAL SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

**Department of Education  
Region IV-A CALABARZON  
CITY SCHOOLS DIVISION OF CABUYAO  
NAME OF SCHOOL**

**Prepared by:**

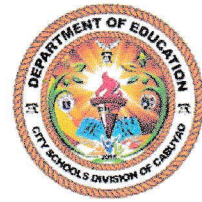
**Juan Dela Cruz, Jr.**  
School DRRM Coordinator

**Checked by:**

**Juan Dela Cruz, Sr.**  
School Head/ Principal



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



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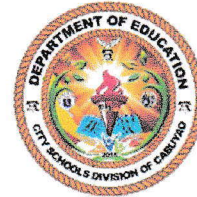
CY \_\_\_\_ QUARTER NATIONAL SIMULTANEOUS EARTHQUAKE DRILL

**ONE-PAGE NARRATIVE**

**(MAY INCLUDE RATIONALE, SUMMARY OF FINDINGS, RECOMMENDATIONS,  
SPECIAL MENTIONS, ETC)**



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



NATIONAL SIMULTANEOUS EARTHQUAKE DRILL (NSED) REPORT  
( FOR SCHOOLS )

School:

Date conducted:

QUESTIONS	ANSWERS
Number of students and school staff that participated in the conduct of the National Simultaneous Earthquake Drill (NSED)	
Was there any untoward incident that happened during the conduct of NSED? Please provide an explanation on another sheet, if any.	
Was there coordination with Local/Barangay Disaster Risk Reduction and Management Council? (YES/ NO, Date and Time)	
Were orientation on earthquake conducted and preparedness measures discussed prior to the actual conduct of NSED? (YES/ NO, Date and Time)	
Mapped-out personnel and/or learners information and contact numbers? (YES/ NO)	
Conducted post-evaluation of the drill? (YES/ NO, Date and Time)	
Common issues and concerns encountered during the actual conduct of the drill (enumerate as many as possible; use another sheet as needed)	



Republic of the Philippines  
Department of Education  
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(Enclosure No.2 to DepEd Order No. 48, s.2012)

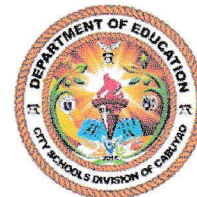
**EVALUATION FORM A**  
**EARTHQUAKE DRILL EVALUATION FORM**

Date/Time: \_\_\_\_\_  
Place of Drill: \_\_\_\_\_  
Evaluator: \_\_\_\_\_  
Location During the Drill: \_\_\_\_\_

1. Is the siren loud enough to be heard by all the drill participants? Yes/No  
If NO, please elaborate \_\_\_\_\_
2. Did the drill participants practice the "Duck, Cover and Hold" technique during the Alarm Phase (while the siren is being sounded)? Yes/No  
If NO, please elaborate \_\_\_\_\_
3. Did the drill participants: a) evacuate during the Alarm Phase, b) waited for the siren to stop before evacuating, c) others, please elaborate \_\_\_\_\_
4. Did the drill participants follow their designated routes to evacuation area? Yes/No  
If NO, please elaborate \_\_\_\_\_
5. Did the drill participants: a) run, b) walk casually, or c) walk faster than normal during the Evacuation Phase? Please specify a, b, or c
6. Did the drill participants bring any first aid kit or any item noticeable during the Evacuation Phase? Yes/No If NO, please elaborate \_\_\_\_\_
7. Did the drill participants conduct the headcount during the Headcount Phase?  
Yes/No If NO, please elaborate \_\_\_\_\_
8. Is the evacuation area big enough to accommodate the evacuees?  
Yes/No If NO, please elaborate \_\_\_\_\_
9. Any other problem observed during the drill that might need to be addressed?  
Please elaborate \_\_\_\_\_
10. How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? \_\_\_\_\_
11. Did the drill participants: a) stay in the evacuation area, b) move to other place, c) go back to the building without instruction? Please specify a, b, or c
12. Observed number of drill participants (estimate will do) \_\_\_\_\_
13. Any untoward incident observed during the drill? \_\_\_\_\_



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
CITY SCHOOLS DIVISION OF CABUYAO



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**MEANS OF VERIFICATION (PICTURES)**

**STAGE 1: PLANNING**

**AT LEAST ONE PICTURE**

Creation of standardized DRMM Team

**AT LEAST ONE PICTURE**

Preparation of Earthquake Survival Kits

**AT LEAST ONE PICTURE**

Identifying/ clearing of Unsafe Zones

**STAGE 2: DEVELOPING THE EARTHQUAKE EVACUATION PLAN**

**AT LEAST ONE PICTURE**

**STAGE 3: ORIENTATION PRIOR TO THE CONDUCT OF EARTHQUAKE DRILL**

**AT LEAST ONE PICTURE**

**STAGE 4: ACTUAL CONDUCT OF THE EARTHQUAKE DRILL**

**PHASE 1: ALARM & PHASE 2: RESPONSE**

**AT LEAST ONE PICTURE**

**PHASE 3: EVACUATION**

**AT LEAST ONE PICTURE**

**PHASE 4: ASSEMBLY**

**AT LEAST ONE PICTURE**

**STAGE 4: ACTUAL CONDUCT OF THE EARTHQUAKE DRILL**

**PHASE 5: HEAD COUNT**

**AT LEAST ONE PICTURE**

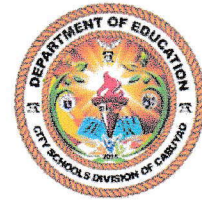
**PHASE 6: EVALUATION**

**AT LEAST ONE PICTURE**





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Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF CABUYAO**



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**MEANS OF VERIFICATION (PICTURES)**

**EMERGENCY RESPONDERS**

**(MAY INCLUDE OTHER BEST PRACTICES OR SPECIAL PARTICIPATIONS OF  
STAKEHOLDERS)**

**AT LEAST ONE PICTURE**