



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

NOV 08 2022

DIVISION MEMORANDUM

No. **460** s. 2022

**4<sup>th</sup> QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors/OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
District and School DRRM Coordinators  
All Others Concerned

1. The Department of Education issued a Memorandum No. OUGFO No. 2022-04-2259 titled "*Reiteration of Participation to the 2022 4<sup>th</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED)*" dated November 4, 2022 requiring schools to conduct the 3<sup>rd</sup> Quarter NSED 2022 on **November 10, 2022 at 9:00 o'clock in the morning**. DepEd personnel and learners are enjoined to practice the "**duck, cover and hold**" procedure as a minimum requirement.
2. In compliance therewith, School DRRM Coordinators are required to accomplish the 4<sup>th</sup> Quarter NSED 2022 report not later than (5) working days after the conduct thereof thru google form <https://bit.ly/VisayasSchools4Q>. The **DepEd NSED banner** and other materials may be accessed at <https://bit.ly/DepEdNSED2022>. Further, actual photos of the conduct of the said drill will be uploaded in the DepEd Capiz DRRM FB page using the hashtags #4QNSSED2022 #SchoolIDnumber #SchoolName.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph




Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
GOVERNANCE AND FIELD OPERATIONS

---

OUGFO No. 2022-04-22<sup>1</sup>  
**MEMORANDUM**

FOR : **SARA Z. DUTERTE**  
Vice President of the Republic of the Philippines  
Secretary, Department of Education

**UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS AND BARM EDUCATION MINISTER  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL SCHOOLS CONCERNED**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Governance and Field Operations

SUBJECT : **REITERATION OF PARTICIPATION TO THE 2022 4<sup>TH</sup>  
QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE  
DRILL (NSED)**

DATE : 04 November 2022

---

In relation to the approved National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 21, s. 2022, dated February 3, 2022, titled *Conduct of the CY 2022 Quarterly Nationwide Simultaneous Earthquake Drill*, the Office of the Undersecretary for Governance and Field Operations (OUGFO) through the Disaster Risk Reduction and Management Service (DRRMS), enjoins all schools and offices of the Department of Education (DepEd) to participate in the **2022 4th Quarter Nationwide Simultaneous Earthquake Drill (NSED) on November 10, 2022, 9:00 a.m.**

With this, all DepEd personnel and learners who have transitioned to in-person classes are enjoined to practice the **“duck, cover, and hold”** procedure simultaneously at the set time, while observing minimum health standards. However, select public elementary and secondary schools implementing blended learning modality in accordance with Department Order 50, s. 2022<sup>1</sup>, shall

---

<sup>1</sup> DepEd Order No. 50, s. 2022, Amendment to DepEd Order No. 44, s. 2022, and the Issuance of Operational Guidelines for the Approval of the Extension of the Implementation of Blended Learning Modality in Select Public Elementary and Secondary Schools beyond November 2, 2022

participate in NSED and shall practice the “duck, cover, and hold” procedure at home. All are also enjoined to conduct activities to promote earthquake preparedness while observing the minimum public health standards.

In order to further raise awareness regarding earthquake preparedness, DRRM coordinators are encouraged to:

1. intensify the Information, Education, and Communication (IEC) campaign by displaying earthquake preparedness measures at the offices and school bulletins or through online forums such as social media platforms and video conferences;
2. discuss results of Family Earthquake Preparedness<sup>2</sup> Homework to the PTA and barangay officials for consideration in the school and community preparedness planning, as mandated in DO No. 27, s. 2015; and
3. distribute maps containing evacuation routes and sites (at school or community) in coordination with LDRRMOs/BDRRMCs.

For more information, kindly refer to Enclosure No. 1<sup>3</sup> (DepEd Order No.48 s. 2012). Additional preparedness and response measures are listed in Enclosure 2<sup>4</sup> (DepEd Order No. 33, s. 2021).

Proper documentation and post-activity evaluation are required. Therefore, all DepEd offices and schools are advised to make necessary preparations so that the required reports are submitted on time. Attached are the guidelines for the submission of the 4th Quarter NSED Reports (**Annex A**).

Moreover, a copy of the DepEd NSED banner and other materials can be accessed through <https://bit.ly/DepEdNSED2022>. All are enjoined to promote the NSED social media activities and IEC materials released by the DepEd Disaster Risk Reduction and Management Service Facebook Page.

For queries and concerns on this subject, kindly contact the DRRMS through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

For information and appropriate action.

---

<sup>1</sup> DepEd Order No. 27, s. 2015, Promoting Family Earthquake Preparedness

<sup>2</sup> DepEd Order No. 48, s. 2012, Quarterly Conduct of the National School-based Earthquake and Fire Drills

<sup>4</sup> DepEd Order No. 33, s. 2021, School-based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and other Weather-related Disturbances and Calamities



## Annex A

### **Guidelines on the Submission of the 2022 4th Quarter Nationwide Simultaneous Earthquake Drill (NSED) Reports**

All schools, schools division and regional offices, as well as the Central Office should thoroughly follow the guidelines below. Non-compliance is tantamount to the non-acceptance of said reports.

#### **4th Quarter NSED Google Forms:**

1. The DepEd Central Office shall fill out the google link for the bureaus, services, and offices: <https://bit.ly/Central4Q>
2. The School DRRM Coordinators shall fill out a google form link which is clustered into three (3), namely for schools in:
  - a. Luzon <https://bit.ly/LuzonSchool4Q>
  - b. Visayas <https://bit.ly/VisayasSchool4Q>
  - c. Mindanao <https://bit.ly/MindanaoSchool4Q>
3. The Region and Division DRRM Coordinators shall also fill out a google form link specific for their respective offices:
  - a. Division <https://bit.ly/Division4Q>
  - b. Region <https://bit.ly/Region4Q>
4. The School, Division, and Region DRRM Coordinators shall accomplish the google form **not later than five (5) working days after quarterly NSED**.
5. In case that schools are not able to access or fill out the Google Form due to internet connectivity issues, they may opt to use the attached reporting template (**Annex B. School Reporting Template**) and submit a copy through email to the respective Division DRRM Coordinator **not later than ten (10) working days after the quarterly NSED**.

#### **Consolidation of Reports**

1. The DRRMS will provide the regions and divisions daily updates of the NSED report submission after quarterly NSED.
2. The DRRMS will provide the regions and divisions the final consolidated report **ten (10) working days after quarterly NSED** and shall be vetted by the Division DRRM coordinators.
3. The Division DRRM coordinators shall vet the final consolidated report. Should they find schools not included, kindly add and have the file be signed by the Schools Division Superintendent (SDS), and submit to respective Regional DRRM Coordinators copy furnish respective SDS not later than **thirteen (13) working days after quarterly NSED**.
4. The Regional DRRM coordinators must consolidate NSED reports from Division DRRM coordinators and send to the DRRMS via email [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) copy furnish respective Regional Directors not later than **sixteen (16) working days, after quarterly NSED**.
5. The official number of schools that participated in NSED will be based on the final consolidated NSED report signed by the Regional Director or authorized official from the regional office to be submitted to DRRMS.



**ANNEX B**

**School-Level Report on the 4th Quarter  
Nationwide Simultaneous Earthquake Drill (NSED)**

**Date Conducted:** \_\_\_\_\_

**Time Started:** \_\_\_\_\_

**Time Ended:** \_\_\_\_\_

<b>I. Baseline Data</b>				
A	Region			
B	Division			
C	Name of School			
D	School ID			
		<b>Male</b>	<b>Female</b>	<b>Total</b>
E	Number of Learners (excluding IP, Muslim and Learners with Disability)			
F	Number of IP Learners			
G	Number of Muslim Learners			
H	Number of Learners with Disability			
I	Number of Teaching Personnel			
J	Number of Non-Teaching Personnel			

<b>Question</b>		<b>Answer</b>	<b>Remarks</b>
<b>II. PRE-NSED</b>		<b>(Yes/No)</b>	
A	Is there an availability of Emergency Go Bags?		
B	Is there an updated preparedness, evacuation, and response plans reflective of COVID-19 situation?		



C	Is there an updated Contingency plan reflective of COVID-19 situation?			
E	Is there an availability of an early warning system?			
F	Is there availability of emergency and rescue equipment?			
G	Is there availability of First Aid Kit?			
H	Is there availability of communication equipment (internet, cellphone, two-way radio, etc.)?			
I	Is there sufficient space at home/school to conduct the "Duck, Cover, and Hold"?			
J	Did you conduct coordination/preparatory meetings with LDRRMO/BDRRMCs?			
K	Did you conduct orientation to learners on earthquake preparedness measures and the conduct of the NSED?			
L	Did you conduct orientation to parents on earthquake preparedness measures and the conduct of the NSED?			
M	Did the learners accomplish the Family Earthquake Preparedness Homework?			
N	Did you conduct alternative activities and/or Information, Education and Communication (IEC) Campaign?			
<b>III. ACTUAL NSED</b>		<b>(Yes/No)</b>	<b>Remarks</b>	
A	Participated in the Ceremonial Pressing of the Button and practiced the "DUCK, COVER, and HOLD"			
B	Conducted evacuation drill			
		<b>Male</b>	<b>Female</b>	<b>Total</b>
C	Number of learners (excluding IP, Muslim and Learners with Disability) that participated			



D	Number of IP learners that participated			
E	Number of Muslim learners that participated			
F	Number of Learners with Disability that participated			
G	Number of teaching personnel that participated			
H	Number of non-teaching personnel that participated			
<b>III. POST-NSED</b>		<b>(Yes/No)</b>	<b>Remarks</b>	
A	Did you conduct post-activity exercises, tabletop, and functional exercises?			

<b>IV. ISSUES AND CONCERNS</b>	
<b>Instruction:</b> Please mark check (✓) all issues and concerns experienced in conducting National Simultaneous Earthquake Drill (NSED)	
	Improper practice of Duck, Cover & Hold
	Non-compliance to minimum health protocols for COVID-19
	Others (specify):
1	
2	
3	

Prepared by:

Approved by:

**SDRRM Coordinator**

**School Head/Principal**