



Republic of the Philippines  
**Department of Education**  
Region I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**DIVISION MEMORANDUM**  
**DM-2021- 057**

TO : All School Heads of Public Elementary and Secondary Schools  
All Others Concerned

FROM : Office of the Schools Division Superintendent

SUBJECT : **SCHEDULE FOR THE CONDUCT OF THE CY 2021 QUARTERLY NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

DATE : March 2, 2021

**PARTICULARS**

1. In connection to the approved NDRRMC Memorandum No. 08, s. 2021 "Conduct of the CY 2021 Quarterly 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	11 March 2021	2:00 PM
2 <sup>nd</sup> Quarter	10 June 2021	09:00 AM
3 <sup>rd</sup> Quarter	09 September 2021	2:00 PM
4 <sup>th</sup> Quarter	11 November 2021	09:00 AM

2. Due to the limitations in the conduct of mass gatherings and in adherence to the COVID-19 required health standards, NSED exercises requiring physical interaction, particularly evacuation drill in DepEd offices and schools are hereby suspended.
3. However, all DepEd personnel and learners are enjoined to simultaneously practice the "**duck, cover, and hold**" procedure on the set times. Other exercises such as virtual earthquake drill, tabletop, and functional exercises may also be done, while adhering to the minimum public health standards.
4. To ensure awareness and preparedness on the impending threat of the inevitable occurrence of an earthquake, even in the midst of the pandemic, **Information, Education and Communication (IEC) campaign in NSED using distant means must be intensified.** Region and Division Offices may use the IEC materials provided in the NDRRMC Memorandum No. 71, s. 2020, the IEC for NSED during the COVID-19 pandemic shall highlight the following, among others:
  - a. Conduct of earthquake evacuation while adhering to minimum public health standard based on policies and guidelines of the IATF, the DOH, the OCD, the Department of Science and

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Technology-Philippine Institute of Volcanology and Seismology (DOST-PHILVOCS) and the other relevant organizations;

- b. Develop and update preparedness and response plans with consideration brought about by the COVID-19 pandemic;
  - c. Prepare the emergency survival bag or "Go Bag" with the inclusion of health-related personal protective equipment and items such as face masks and sanitation solutions;
  - d. Equip the School Disaster Risk Reduction Management Council (SDRRMC) team or similar entities with health-related personal protective equipment and items; and
  - e. Promote the gender-sensitivity and inclusiveness in all relevant earthquake preparedness and response activities.
5. In addition, existing earthquake contingency plans of schools shall be updated to incorporate scenarios, mechanisms, and arrangements that are reflective of the current COVID-19 situation. To ensure minimum public health standards in the conduct of such, remote coordination and online workshops are encouraged.
  6. For the post-NSED activities, self-evaluation and processing of the NSED within respective areas of jurisdiction is encourage and no external evaluators should be mobilized after the conduct of NSED. The Office of Civil Defense (OCD) shall prepare and disseminate an online Exercise Evaluation Guide (EEG), for this matter. Evaluation must be submitted.
  7. Proper documentation and post-activity evaluation of said drill are required. All schools are advised to make necessary preparations to ensure that the required reports are submitted on time, as indicated in **Annex A**.
  8. For further information, you may contact the Division DRRM Coordinator, Mr. Mario D. Rantayo through CP # 09195613906 or messages at our group chat: drmm alaminos city division.
  9. For immediate and appropriate action.

  
Dr. LORNA G. BUGAYONG, CESO V  
Schools Division Superintendent

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**Annex A: Guidelines on the Quarterly Submission of the 2021 Nationwide Simultaneous Earthquake Drills (NSED) Reports**

All schools should thoroughly follow the guidelines below; non-compliance is tantamount to non-acceptance of said reports.

1. The School Disaster Risk Reduction Management Council (SDRRMC) Coordinators shall fill-out a google form link: <https://tinyurl.com/DepEdSchoolTemplate1QNSED2021>, responses will be emailed automatically.
2. The SDRRMC Coordinators shall print the emailed filled-out form (**Annex B. Sample Printed Filled-out Form**) to be signed by the corresponding SDRRMC Coordinator and School Head, which will be considered as the official report.
3. The signed form with attached pictures of NSED practices and initiatives shall be submitted to the Division DRRM Coordinator **not later than two (2) working days, after the schedule of the quarterly NSED.**

Cut-off time for all deadlines will be at 5:00PM. The DRRMS will provide the divisions daily updates of the NSED responses from the google form. The official number of schools participated in 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.

**Annex B: Sample Printed Filled-out Form**

**CY 2021 1<sup>st</sup> Quarter NSED Report**

Google Forms [forms-receipts-noreply@deped.gov.ph](https://forms.gle/forms-receipts-noreply@deped.gov.ph)

Mon, March 15, 2021 at 12:58PM

Thanks for filling out **CY 2021 1<sup>st</sup> Quarter NSED Report**  
Here's what we got from you:

Edit response

**CY 2021 1<sup>st</sup> Quarter NSED Report**

This template is to be filled-out by School DRRM Coordinators for the post-activity evaluation on the conduct of the 1<sup>st</sup> Quarter National Simultaneous Earthquake Drill.

Your email address ([monalyn.bermijiso@deped.gov.ph](mailto:monalyn.bermijiso@deped.gov.ph)) was recorded when you submitted this form

**PART I: School Information**

School ID \*

309019

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School Name: \*

Pag-asa NHS

Region \*

R4B ▼

Division \*

Oriental Mindoro ▼

**PART II: Post NSED Evaluation Questions**

NOTE: You may provide your remarks by filling-out the 'Others' option

Did the school strengthen the Information, Education, and Communication (IEC) Campaign using distant means such as, but not limited to, social media platforms, webinars showcasing various topics on earthquake awareness and preparedness? \*

Yes

No

Other: \_\_\_\_\_

Is there coordination with Parents/ Guardians and LDRRMC before the actual conduct of NSED? \*

Yes

No

Other: \_\_\_\_\_

Did the school mapped-out personnel and/ or learners' information and contact numbers? \*

Yes

No

Other: \_\_\_\_\_

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Did the school join/ participate in the Online Ceremonial Pressing of the Button for NSED? \*

Yes

No

Other: \_\_\_\_\_

Did the learners practice the "DUCK COVER and HOLD" with their families at home? \*

Yes

No

Other: \_\_\_\_\_

Did the school skeletal workforce practice the "DUCK COVER and HOLD" during the NSED? \*

Yes

No

Other: \_\_\_\_\_

Was there any untoward incident that happened during the conduct of NSED? \*

Yes

No

Other: \_\_\_\_\_

Did the SDRRMC facilitate the post-evaluation and report consolidation of the NSED? \*

Yes

No

Other: \_\_\_\_\_

Common issues and concerns encountered during the actual conduct of drill? \*

Most students did not have their families participate with them during the actual conduct of drill

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**PART III: Signatories \***

Prepared by (Name of SDRRMC Coordinator): \*

Monalyn O. Bermijiso

Signature of SDRRMC Coordinator

\_\_\_\_\_

Noted by (Name of School Head): \*

Gabriela M. Tapang

Signature of the School Head

\_\_\_\_\_

\* Must be filled up.

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