



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**RELEASED**

DepEd, Division of Catanduanes  
**RECORDS SECTION**  
Date: FEB 05 2020  
Time: 11:32  
Signature: \_\_\_\_\_

February 5, 2020

DIVISION MEMORANDUM  
OSDS-SGOD-DM-49 S. 2020

**1<sup>st</sup> Quarter National Simultaneous Earthquake Drill**

To: Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All concerned

1. Be informed that the schedule for the **1<sup>st</sup> Quarter National Simultaneous Earthquake Drill** will on **March 12, 2020, Friday, at 2 O'clock in the afternoon**. For this reason, ALL Elementary and Secondary Schools as well as the Division Office are directed to conduct the drill on the date and time indicated.
2. For the safety of learners and personnel, Schools are authorized to adjust the time of the conduct of the drill to avoid too much exposure from heat which may cause harm to the participants. Also, Schools are authorized to move the date of the drill depending on the weather forecast/advisory on the date of actual conduct.
3. It is also mandatory to submit the post activity report not later than **March 14, 2020 at 5:00PM**. Attached herewith is the Division Guidelines for the 1<sup>st</sup> Quarterly National Simultaneous Earthquake Drills.
4. For strict compliance.

**DANILO E. DESPI**  
Schools Division Superintendent

Encl.:  
References:  
To be indicated in the Perpetual Index  
Under the following subjects:

CTS/ DM Division DRRM Year-end/ 1st Quarter National Simultaneous Earthquake Drill  
0001/ February 5, 2020



San Roque, Virac, Catanduanes  
052 – 8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com  
DepEd Tayo – Region V - Catanduanes



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(Enclosure to Division Memorandum No. \_\_\_\_ s. 2020)

Annex A

**Division Guidelines for the  
National Quarterly National Simultaneous Earthquake Drills**

1. This issuance shall serve as Official Division Memorandum for the 1<sup>st</sup> Quarterly National Simultaneous Earthquake. A new memorandum will only be issued in the event that the activity is cancelled or postponed to a later date.
2. The Division DRRM Coordinator will remind all schools through SMS/Text a week before the scheduled date of drill.
3. School DRRM Coordinators will submit the Post Activity Report (*Annex B*) not later than **March 14, 2020 at 5:00PM**. Cut-off will be at 5:00 PM. Submission of reports after the cut-off will no longer be accepted.

3.1 Report Format

a. Size	- 8.5 x 13
b. Portrait Orientation	
c. Margins	- 1' on each side
d. Font	- Cambria
e. Font Size	- 11

4. Reports can be submitted through the following: (*please refer to Annex C for the Procedures*)
  - a. Actual submission at the SDO Office
  - b. Via email at [mariaaudrea.vivo@deped.gov.ph](mailto:mariaaudrea.vivo@deped.gov.ph)





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Annex B

**Quarterly National Simultaneous Earthquake Drills**  
Reporting Procedures

<b>Format of Submission</b>	<b>Procedures</b>
Actual Submission at SDO	<ol style="list-style-type: none"><li>1. Prepare the report according to the format stated in the guidelines.</li><li>2. Print 2 copies of the report.</li><li>3. Ensure that the report is reviewed properly and signed by both School Head and School DRRM Coordinator.</li><li>4. Have the reports Received at the <b>SDO RECORDS SECTION.</b></li><li>5. Proceed to SGOD – DRRM for submission.</li></ol>
Via Email <b>mariaaudrea.vivo@deped.gov.ph</b>	<ol style="list-style-type: none"><li>1. Prepare the report according to the format stated in the guidelines.</li><li>2. Print one (1) copy of the report.</li><li>3. Ensure that the report is reviewed properly and signed by both School Head and School DRRM Coordinator.</li><li>4. <b>SCAN and SAVE</b> the report via <b>PDF Format</b> and send it to <b>mariaaudrea.vivo@deped.gov.ph.</b></li><li>5. An acknowledgement will be sent once received.</li><li>6. Print the acknowledgement email and attached it to the printed report.</li></ol>



**Post Activity Report**  
 \_\_\_\_\_ National Simultaneous Earthquake Drill

Name of School			
School Head		School ID	

Participants	Baseline Data/Enrolment		No. of Participants		Remarks
	Male	Female	Male	Female	
Students					
Faculty					
Parents					
Other Stakeholders					

For schools with other stakeholder participants, please specify what agency/company and corresponding no. of participants:

\_\_\_\_\_

Activities Conducted	Yes	No	Remarks
Orientation before the activity			
An Alarm/siren to indicate shaking			
"Duck, Cover and Hold" was performed while the alarm is going			
As soon as the shaking stops, proper evacuation was conducted			
Participants are grouped together properly at the evacuation area			
Head count was conducted			
Post activity evaluation was conducted			

Other scenarios incorporated during the drill, please check below the labels:

Fire	Landslide	Tsunami	Medical/Trauma	None

What are the common issues and concerns encountered during the actual conduct of the drill?	
Was there any untoward incident that happened during the conduct of NSED? If YES, please specify the action of the school to the incident.	

Please attach maximum of 8 photos of the drill at the back of this template.

Prepared by	(Date)	Name of School DRRM Coordinator	(Signature)
Noted	(Date)	Name of School DRRM Coordinator	(Signature)
Received by	(Date)	<b>MARIA AUDREA L. VIVO</b> PDO II - DRRM	(Signature)