



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

October 29, 2024

SCHOOLS DIVISION MEMORANDUM

No. 361,

s. 2024

REITERATION ON THE CONDUCT OF THE 4th QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to OUOPS Memorandum No. DM-OUOPS-2024-04-08809 titled *Reiteration on the Conduct of the 4th Quarter Nationwide Simultaneous Earthquake Drill CY 2024*, this Office enjoins all schools and field offices to participate in the conduct of NSED on November 14, 2024, 2:00 p.m.
2. Anent to this, all schools are directed to accomplish the following reports until November 21, 2024:
 - Reporting Template <http://tinyurl.com/CY2024NSEDsummary>
 - Signed Report <http://tinyurl.com/CY2024NSED> (template is found in Enclosure No. 1 of this Memorandum).
3. To ensure awareness and preparedness of personnel and learners, the Information, Education and Communication (IEC) campaign should be intensified. The copy of the materials can be accessed through <http://tinyurl.com/DepEdNSED2024>
4. Enclosed are the template for the report and the guidelines of the photo and video documentation.
5. Immediate and strict compliance of this Memorandum is desired.

Encl: As stated

Reference: DM-OUOPS-2024-04-08809

To be indicated in the Perpetual Index

Under the following subjects:

EARTHQUAKE DRILL

REA Reiteration on the conduct of Q4 NSED
027/October 29, 2024



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Enclosure No. 1 to Schools Division Memorandum No. 361, s. 2024

REPORT ON THE CONDUCT OF QUARTERLY NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)

DATE CONDUCTED: _____

TIME STARTED: _____

TIME ENDED: _____

REGION	
DIVISION	
NAME OF SCHOOL	

Pre-Drill		Yes	No
A	With available Go Bags?		
B	With updated preparedness, evacuation, and response plans?		
C	With updated contingency plan?		
D	With available early warning system?		
E	With available emergency and rescue equipment?		
F	With available first aid kits?		
G	With available communication equipment (internet, cellphone, two-way radio, etc.)?		
H	With sufficient space in school/classrooms to conduct the "Duck, Cover, and Hold"?		
I	Conducted coordination / preparatory meeting with LDRRMO / BDRRMCs?		
J	Conducted an orientation to learners and school personnel on earthquake preparedness measures and conduct of earthquake and fire drills?		
K	Conducted an orientation to parents on earthquake preparedness measures and the conduct of earthquake and fire drills?		



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L	Learners have accomplished the Family Earthquake Preparedness Homework?		
M	Conducted alternative activities and/or Information, Education and Communication (IEC) campaigns on earthquake preparedness and fire prevention?		
Additional Remarks			
Actual Drill			
A	Conducted "Duck, cover, and hold"?		
B	Conducted evacuation drill?		
Additional Remarks			
No. of Personnel		Male	Female
No. of Teaching Personnel			
No. of Non-Teaching Personnel			
<i>Grand Total</i>			
No. of Learners			
No. of Learners			
No. of IP Learners			
No. of Muslim Learners			
No. of Learners with Disability			
<i>Grand Total</i>			
Post Drill			
A	Conduct of post-activity exercises tabletop, and functional exercises		
Additional Remarks			



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Common issues and concerns encountered during the actual conduct of drill
1
2
3
4
5 (Add additional item/ when necessary)

Prepared by:

School Head



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memorandum No. 36s, .2024

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 recording of the conduct of quarterly NSED may be used in information and communication materials of the Department, as may be 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 or Portrait
 - 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