

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

24 Jun 2024


DIVISION MEMORANDUM



No. 079, s. 2024

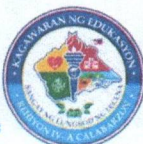
**CORRIGENDUM TO DM NO. SGO-2024-041 RE: CY 2024 QUARTERLY
NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned

1. Relative to the Division Memorandum No. SGO-2024-041, titled **CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill (NSED)** and Department of Education Memorandum DM-OUOPS-2024-04-04427, titled **Reiteration on the Rescheduling of the 2nd Quarter NSED CY 2024**, this Office through the School Governance and Operations Division-DRRM is encouraging **all schools** and **the SDO personnel** to participate in the conduct of the **2nd Quarter NSED 2024** on **June 28, 2024 at 2:00 p.m.**
2. A copy of NSED materials can be accessed through **<https://tinyurl.com/DepEdNSED2024>**.
3. Schools shall adhere to the timeline and documentation guidelines as indicated in Annexes A, B and C of the attached memorandum.
4. Other stipulations stated in Division Memorandum No. SGO-2024-041 shall remain in effect.
5. For clarification and further inquiries, you may contact **Ms. Preciosa Marie T. Alba**, Project Development Officer II-DRRM, at **0943-573-6010**.
6. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent



Encl: DM No. SGO-2024-041 and DM-OUOPS-2024-04-04427

SGOD/DRRM / PMTA / DM - Corrigendum to Division Memorandum No. SGO-2024-041 RE: CY 2024
087 / 06/24/2024 QUARTERLY NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)

Guidelines on the Quarterly Submission of the 2024 Quarterly Nationwide Simultaneous Earthquake Drill (NSED) Report

All schools should thoroughly follow the guidelines below:

1. The School DRRM Coordinator shall accomplish the Monitoring and Reporting Template (**Annex B**), to be signed by corresponding School DRRM Coordinator and School Head.
2. Soft copy of the template can be downloaded via this link **https://bit.ly/School_Template_NSED2023**
3. Guidelines on the photo and video documentation in **Annex C**.
4. The signed form with attached photo and video documentation of NSED practices and initiatives shall be submitted to the respective Division DRRM Coordinators **not later than five (5) working days, after the schedule of the quarterly NSED**.
5. Signed school reports such as Annex B, photo and video documentation shall be uploaded to their corresponding folder on the given link:

https://bit.ly/2024_NSED_SDOLucenaReport

Please use the **naming convention** below:

School Name -CY 2024 2QNSEED Report-Annex B

School Name -CY 2024 2QNSEED Report-Photo Documentation

School Name -CY 2024 2QNSEED Report-Video Documentation

The Division DRRM Coordinator will provide the school heads daily updates of the NSED submission report after quarterly NSED. The official list of schools participated in NSED will be based on the consolidated NSED report of the Division DRRM Coordinator to be submitted to the Regional DRRM Coordinator.

Monitoring and Reporting Template



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION



**REPORT ON THE CONDUCT OF QUARTERLY
NATIONWIDE SIMULTANEOUS EATHQUAKE DRILL**

DATE CONDUCTED: _____

TIME STARTED: _____

TIME ENDED: _____

| | |
|-----------------------|--|
| REGION | |
| DIVISION | |
| NAME OF SCHOOL | |

| PRE-DRILL | YES | NO |
|--|------------|-----------|
| With available Go Bags? | | |
| With updated preparedness, evacuation, and response plan? | | |
| With updated Contingency Plan? | | |
| With available early warning system? | | |
| With available emergency and rescue equipment? | | |
| With available First Aid Kits? | | |
| With available communication equipment (internet, cellphone, two-way radio, etc.)? | | |
| With sufficient space in school/classrooms to conduct the "Duck, Cover and Hold"? | | |
| Conducted coordination/preparatory meeting with LDRRMO/BDRRMCs? | | |
| Conducted an orientation to learners and school personnel on earthquake preparedness measures on the conduct of earthquake and fire drills? | | |
| Conducted an orientation to parents on earthquake preparedness measures on the conduct of earthquake and fire drills? | | |
| Learners have accomplished the Family Earthquake Preparedness Homework? | | |
| Conducted Alternative activities and/or Information, Education and Communication (IEC) campaigns on earthquake preparedness and fire prevention? | | |
| Additional Remarks | | |
| | | |
| | | |
| ACTUAL DRILL | YES | NO |
| Conducted "DUCK, COVER, and HOLD"? | | |

| | | |
|-----------------------------|--|--|
| Conducted evacuation drill? | | |
| Additional Remarks | | |
| | | |

| Number of Personnel | MALE | FEMALE | TOTAL |
|--|-------------|---------------|--------------|
| No. of Teaching Personnel | | | |
| No. of Non-Teaching Personnel | | | |
| <i>Grand Total</i> | | | |
| Number of Learners | MALE | FEMALE | TOTAL |
| No. of Learners | | | |
| No. of IP Learners | | | |
| No. of Muslim Learners | | | |
| No. of Learners with Disability | | | |
| <i>Grand Total</i> | | | |
| POST DRILL | | YES | NO |
| Conduct of post-activity exercises, tabletop, and functional exercises | | | |
| Additional Remarks | | | |
| | | | |
| Common issues and concerns encountered during the actual conduct of drill | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Prepared by:

Noted by:

 (School DRRM Coordinator)
 Date:

 (School Head)
 Date:

Guidelines on the photo documentation

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 of 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 or 60fps