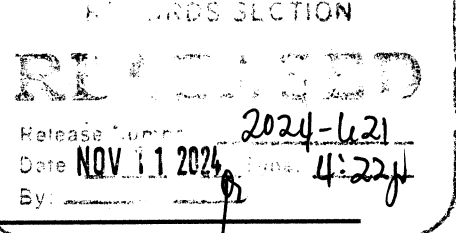


Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



November 11, 2024

**DIVISION MEMORANDUM**

No. **209**  
SGOD DRRM No. \_\_\_\_\_ s. 2024

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

TO: Public Schools District Supervisors/Principals In-Charge  
Elementary and Secondary School Heads  
District/Area In-Charge and Alternate DRRM Coordinators  
This Division

1. In reference to NDRRMC Memorandum No. 013, s. 2024, re: Conduct of the CY 2024 Nationwide Simultaneous Earthquake Drill, this Office enjoins all schools and offices to participate in the conduct of the **4<sup>th</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED) on November 14, 2024, at 2:00 PM.**
2. This activity aims to:
  - 2.1 develop quick response skills among learners, faculty and staff to protect themselves when earthquake occurs;
  - 2.2 test the school's communication systems to disseminate information during emergency; and
  - 2.3 identify areas for improvement in the school's disaster preparedness plan and facilities.
3. Participants in this activity are the learners, teaching and non-teaching personnel.
4. School DRRM Coordinators should ensure proper documentation and post-activity evaluation by following the guidelines outlined in Annexes A and B, and submit it to their respective District DRRM Coordinators/Area In-Charge not later than three days after the activity. The District DRRM Coordinators/Area In-Charge shall submit the consolidated NSED Report on November 22, 2024, at 5:00 PM to [kharolljoy.gabriel@deped.gov.ph](mailto:kharolljoy.gabriel@deped.gov.ph) with the subject line: 4<sup>th</sup> Quarter NSED: [CY 2024 4QNSD] Report\_<Name of District/Cluster>.



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
Website: <https://divisionsk.org>  
Email: [depedsk.r12@deped.gov.ph](mailto:depedsk.r12@deped.gov.ph)

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5. For inquiries and clarifications, all concerned may contact Ms. Kharoll Joy G. Latoza, Project Development Officer II at 0965-977-4289 or [kharolljoy.gabriel@deped.gov.ph](mailto:kharolljoy.gabriel@deped.gov.ph).

6. For your information, guidance, and compliance.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

**DRILL**

**EARTHQUAKE**

**REPORTS**

**SAFETY EDUCATION**

KGL/SGOD-SMNS-DRRM/DM-CONDUCT OF 4<sup>TH</sup> QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)/November 11, 2024



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Enclosure No. 1 to this Division Memorandum SGOD-SMNS-DRRM No. \_\_\_\_\_, s. 2024

**GUIDELINES ON THE PHOTO AND VIDEO DOCUMENTATION OF THE 4<sup>th</sup>  
QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

The following guidelines are set for the photo and video documentation in schools and DepEd offices:

1. Photo and video recordings of the 4<sup>th</sup> Quarter NSED may be used in information and communication materials of the Department, as requested.
2. 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 4<sup>th</sup> Quarter NSED.
3. 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
  - b. Video:**
    - i. File Format: MP4 or MOV (with 1080p or 720p resolution)
    - ii. Dimension: 1920px x 1080px (16:9)
    - iii. Orientation: Landscape



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REGION XII  
DIVISION OF SULTAN KUDARAT

**Nº**

209

Enclosure No. 2 to this Division Memorandum SGOD-SMNS-DRRM No. 209, s. 2024

## REPORT ON THE CONDUCT OF 4<sup>th</sup> QUARTER NATIONWIDE SIMULTANEOUS DRILL

<b>NAME OF SCHOOL:</b>	
<b>DISTRICT/CLUSTER:</b>	

Pre-Drill	Yes	No
With available Go Bags?		
With Updated preparedness, evacuation, and response plans?		
With updated contingency plan?		
With available early warning systems?		
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 schools personnel on earthquake preparedness measures and the conduct of earthquake and fire drills?		
Conducted an orientation to parents on earthquake preparedness measures and 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?		
<b>Additional Remarks</b>		
<b>Actual Drill</b>	<b>Yes</b>	<b>No</b>
Conducted "DUCK, COVER, and HOLD"?		
Conducted evacuation drill?		
<b>Additional Remarks</b>		



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No. of Personnel	Male	Female	Total
No. of Teaching Personnel			
No. of Non-Teaching Personnel			
<i>Grand Total</i>			
No. of Learners	Male	Female	Total
No. of Learners (excluding IP, Muslim, and learners with Disability)			
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?		
<b>Additional Remarks</b>		
<b>Common issues and concerns encountered during the actual conduct of drill</b>		
1.		
2.		
3.		
4.		
5. (Additional item/s when necessary)		

**Prepared by:**

\_\_\_\_\_  
**School DRRM Coordinator**

\_\_\_\_\_  
**School DRRM Coordinator, 1<sup>st</sup> Alternate**

Date:



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