



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Archbishop G.M. Reyes St., Kalibo, Aklan



August 10, 2018

To: **Chief Education Supervisors  
Public Schools District Supervisors/  
Principals/Head Teacher In-Charge of the District  
Heads of Public and Private Elementary, Secondary and  
Integrated Schools  
District DRRM Coordinators  
All Others Concerned**

Dear Sirs/Mesdames:

Greetings!

Please find attached Memorandum dated August 8, 2018 re: **Conduct of the 2018 3<sup>rd</sup> Quarter National Simultaneous Earthquake Drill (NSED) on August 16, 2018 at 2:00 P.M. (Thursday)**. For our preparedness and safety, you are directed to conduct such in your school.

Proper documentation and post-activity evaluation (Annex A) of said drill is required. District DRRM Coordinators are advised to submit the Consolidated Report on NSED (Annex B) on or before August 23, 2018.

For clarification and other concerns, kindly reach us through Ms. Apple Gay M. Oquendo, Project Development Officer II, Division DRRM Coordinator via email address [depedaklan.drmm@yahoo.com](mailto:depedaklan.drmm@yahoo.com) and tel. no. 036-268-3097.

For your information and strict compliance.

Very truly yours,

  
**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**  
Schools Division Superintendent

Division Letter  
No. 151, s. 2018

/agmo



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**

8 August 2018

FOR: **Secretary Leonor Magtolis Briones**  
**All Undersecretaries**  
**All Assistant Secretaries**  
**All Bureau and Service Directors**  
**ARMM Regional Secretary**  
**All Regional Directors**  
**All School Division Superintendents**  
**All Schools Concerned**

SUBJECT: **CONDUCT OF CY 2018 THIRD QUARTER NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL**

All Department of Education offices and schools shall participate in the conduct of the CY 2018 Third Quarter Nationwide Simultaneous Earthquake Drills (CY 2018 Q3NSED). The Third Quarter NSED will commence on 16 August 2018 at 2:00 PM (Thursday), with the National Ceremonial Venue to be held at Vigan City, Ilocos Sur.

The objectives are as follows:

1. To evaluate the readiness and awareness of learners and DepEd personnel for earthquakes; and,
2. To evaluate the coordination and communication mechanisms during evacuation procedures and response.

Proper documentation and post-activity evaluation of said drill is required. All field offices are advised to make necessary preparations to ensure that the required reports are submitted on time (Annex A).

For strict compliance.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

**Office of the Undersecretary for Administration**

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Bagina Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Merako Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtavo

**Annex A.** Submission Guidelines for the Memorandum on the Conduct of the 2018 Quarterly Nationwide Simultaneous Earthquake Drills (CY 2018 Quarterly NSED)

All schools, school division offices, and regional offices should thoroughly follow the guidelines below; non-compliance is tantamount to non-acceptance of said reports.

1. School DRRM Coordinators will submit the reports only to respective SDO DRRM Coordinators by 23 August 2018.
2. Division DRRM Coordinators will consolidate NSED reports from School DRRM Coordinators and will submit only to respective Regional DRRM Coordinators by 30 August 2018.

Division DRRM Coordinators will copy furnish to respective Office of the Schools Division Superintendent.

3. Regional DRRM Coordinators will consolidate NSED reports from Division DRRM Coordinators and will submit to the DRRMS. Submit all consolidated reports regarding the documentation and analysis of the Quarterly NSED to [drmo+NSED@deped.gov.ph](mailto:drmo+NSED@deped.gov.ph) by 4 September 2018.

Regional DRRM Coordinators should copy furnish to their respective Regional Directors.

4. Cut-off time for all deadlines will be at 5:00 PM.
5. Regional DRRM Coordinators should use the naming convention below for emails:

**[CY 2018 Q3 NSED] Report\_<Region>**

For strict compliance.



EARTHQUAKE DRILL EVALUATION FORM

Place of Drill: \_\_\_\_\_ Date: \_\_\_\_\_  
Time of Evacuation Started: \_\_\_\_\_ Time Evacuation Ended: \_\_\_\_\_  
Evaluator: \_\_\_\_\_  
Location During the Drill: \_\_\_\_\_

1. Is the bell/buzzer loud enough to be heard by all the drill participants?  
Yes/No. If No, please elaborate \_\_\_\_\_
2. Did the drill participants performed the "Drop", "Cover" and "Hold" technique during the Alarm Phase (while the bell/buzzer is sounded)?  
Yes/No, please elaborate \_\_\_\_\_
3. Did the drill participants evacuate during the Alarm Phase or waited for the siren to stop before evacuating?  
Yes/No, please elaborate \_\_\_\_\_
4. Did the drill participants follow their designated routes to evacuation area?  
Yes/No, please elaborate \_\_\_\_\_
5. Did the drill participants (A) run, (B) walk casually or (C) walk faster than normal during evacuation phase? Please specify A, B or C \_\_\_\_\_
6. Did the drill participants bring any first aid kit or any item noticeable during the evacuation phase?  
Yes/No, please elaborate \_\_\_\_\_
7. Did the drill participants conduct the headcount during the head-count phase?  
Yes/No, please elaborate \_\_\_\_\_
8. Is the evacuation area big enough to accommodate the evacuees? Yes/No. If No, please elaborate  
Yes/No, please elaborate \_\_\_\_\_
9. Is there any problem observed during the drill that might need to be addressed?  
Please elaborate \_\_\_\_\_
10. How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? \_\_\_\_\_
11. Did the drill participants (A) stay in evacuation area, (B) move to other place, (C) went back to the building without instruction? Please, specify A, B, or C \_\_\_\_\_
12. Observed number of participants (estimate will do) \_\_\_\_\_
13. Any untoward incident observed during the drill? \_\_\_\_\_

\_\_\_\_\_  
Evaluator

CONSOLIDATED REPORT ON THE  
NATIONAL SIMULTANEOUS EARTHQUAKE DRILL (NSED)

Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
District: \_\_\_\_\_

Total No. of Schools: \_\_\_\_\_  
Date conducted: \_\_\_\_\_

QUESTIONS	ANSWERS
Number of schools that participated in the conduct of the National Simultaneous Earthquake Drill (NSED)	
Number of schools that submitted their accomplishment report	
Number of schools that <u>DID NOT</u> participate in the actual conduct of the NSED	
Number of schools that coordinated with their Local Disaster Risk Reduction and Management Council	
Number of schools that conducted orientation on earthquake and discussed preparedness measures prior to the actual conduct of NSED	
Number of schools that mapped-out personnel and/or learners information and contact numbers	
Number of schools that conducted post-evaluation of the drill	
Common issues and concerns encountered during the actual conduct of the drill (enumerate as many as possible; use another sheet as needed)	
Were there any untoward incident that happened during the conduct of NSED? Please provide an explanation on another sheet, if any.	
Number of schools that experienced untoward incident during the conduct of NSED	

Prepared by:  
  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Approved by:  
  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_