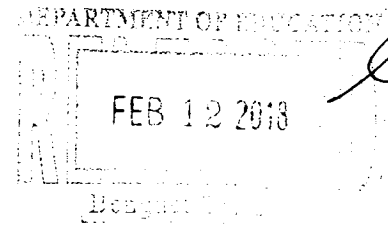


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



February 2, 2018

**DIVISION MEMORANDUM**  
No. 034 s. 2018



**SCHEDULE OF THE CONDUCT OF NATIONWIDE SIMULTANEOUS EARTHQUAKE AND  
FIRE DRILLS FOR CY 2018**

1. In consonance with DepEd Order No. 48, s. 2012 *re: Quarterly Conduct of the National School-Based Earthquake and Fire Drills*, and Cordillera Regional DRRM Council Memorandum No. 5, s. 2018 *re: Conduct of CY 2018 Quarterly Nationwide Simultaneous Earthquake Drill (NSED)*, **ALL SCHOOLS** (Public and private) within the ambit of this Division are hereby directed to conduct said activities as part of their school preparedness measures in the event that such uncontrollable events happen.

2. Hereunder is the schedule of the quarterly drills for the schools:

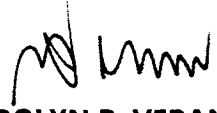
1 <sup>st</sup> Quarter	<b>15 February 2018</b>
2 <sup>nd</sup> Quarter	<b>25-29 June 2018</b>
3 <sup>rd</sup> Quarter	<b>16 August 2018</b>
4 <sup>th</sup> Quarter	<b>15 November 2018</b>

3. All School Heads are encouraged to coordinate with their barangay DRRMC, PTA Officers, BFP, PNP, MDRRMO, PDRRMO and other stakeholders to ensure a community-based approach in the conduct of said drills. To ensure a successful conduct of said activities, a planning meeting should be conducted prior to the actual drill to familiarize members with their roles during the drill based on the School's Contingency/Preparedness Plan.

4. Adjacent elementary and secondary schools are encouraged to conduct joint drills.

5. School DRRM Coordinators are expected to submit an Activity Completion Report (ACR) on or before February 21, 2018 (aside from the SMS reporting) for consolidation and submission to higher offices. Attached is the template of the ACR for guidance.

6. Immediate dissemination and strict compliance to this Memorandum is well-appreciated.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

**National Simultaneous Earthquake Drill**  
**1<sup>st</sup> Quarter, CY 2018**  
**Participant Evaluation Form**

**Scenario:**

<b>Name of Participant</b>	<b>Position/Designation</b>	<b>Agency</b>
<b>My Position in the Scenario</b>	<b>My Role in the Scenario</b>	<b>Date Accomplished</b>

**Please answer the following questions.**

	<b>Yes</b>	<b>No</b>
1. Have you participated in a drill in this position before?		
2. Have you completed any specialized training for the above position?		
3. Were the operational protocols/procedures you needed to use available, accurate and adequate?		
4. Was the facility and/or equipment available/adequate to perform your job?		
5. Did the communications system meet your needs?		
6. Were the resources you needed to perform the functions of your position available and did you know how to obtain them?		
7. Did the scenario allow you to demonstrate fully the functions of your position?		

**If you answered "No" in items 3 - 7, Please provide your comments below**


**Recommendations:**


*Please return your accomplished forms to the NSED evaluator in your scenario. Thank you for your active participation.*

**1<sup>st</sup> Quarter, CY 2018**  
**National Simultaneous Earthquake Drill**  
**DRILL OBSERVATION LOG AND EVALUATION FORM**

**Scenario:**

<b>Name of Evaluator</b>	<b>Position/Designation</b>	<b>Agency</b>
<b>Assigned Location</b>	<b>Email address</b>	<b>Date Accomplished</b>

*Evaluators should use this sheet to record important activities and comments during the drill. The notes on this sheet should be used when completing the evaluation of the scenario.*

<b>Sequence #</b>	<b>Time</b>	<b>Activity/Comment</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Please review completed observation logs and determine the following, indicating the recorded activity.**

<b>STRENGTHS</b>	<b>NEEDS IMPROVEMENT</b>

**For needs improvement items, determine possible root cause/s from list below:**

	Yes	No	(Specify if Yes)
Procedure was not used			
Procedure was incorrect			
Scenario issue			
Drill Participant performance issue			
Drill Participant not trained			
Equipment, supplies, facilities inadequate			

**Statement of Issue: (Please be specific, e.g., participant, procedure, equipage etc.)**


**Recommendations:**


Please return your accomplished forms to the NSED evaluation team lead after the Exercise Hot Wash for Documentation. Thank you for your active participation.