
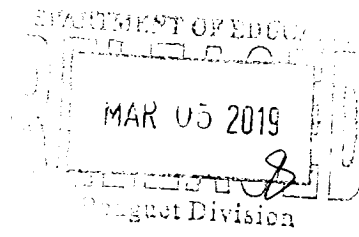
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum		Name of Office: SGOD-DRRM

No. 040 . 2019
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February 11, 2019

SCHEDULE OF THE CONDUCT FOR THE QUARTERLY NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILLS, CY 2019

To: Public Schools District Supervisors/District in charge
 District DRRM Coordinators, Elementary and Secondary
 School Heads, School DRRM Coordinators
 Public and Private Schools





1. Pursuant to Memorandum No. 140, s. 2018 issued by the National Disaster Risk Reduction and Management Council (NDRRMC), all district offices, schools and learning centers are enjoined to participate in the 2019 Quarterly Nationwide Simultaneous Earthquake Drill (NSED), with schedule as follows:

1st Quarter	21 February 2019
2nd Quarter	20 June 2019
3rd Quarter	08 August 2019
4th Quarter	14 November 2019

2. The objectives of the quarterly NSED are:
 - a) To evaluate the awareness and readiness of learners and school personnel to earthquakes; and
 - b) To evaluate the coordination and communication mechanisms during evaluation procedures and response.
3. Proper dissemination and post-activity evaluation of said drills are required. All District and School DRRM Coordinators are advised to make necessary preparations to ensure that the required reports are submitted on time. Please see Annex "A" for Submission Report Guidelines.
4. For strict compliance.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

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Annex "A"

**Submission Report Guidelines for the
2019 Quarterly Nationwide Simultaneous Earthquake Drills**



1. School DRRM Coordinators will give **near real-time reporting** of the conducted EQ drill using the following text reporting format to Cellphone Number: **0910-391-7747**

1	Name of School and District	
2	Did you conduct EQ Drill? (Yes/No)	
3	Date Conducted?	
4	Disaggregated Number of Participants: ____ learners, ____ school personnel, ____ others (indicate what group, agency, org.)	
5	Did you coordinate with the Local DRRM Council? (<i>either provincial, municipal or barangay level</i>)	
6	Did you discuss preparedness measures before the Drill proper?	
7	Did you have consolidate list of school personnel and students' contact numbers by grade levels?	
8	Did you organize/reorganize the School DRRM Committee?	
9	Did you conduct post evaluation of the Drill?	
10	What are the common issues and concerns encountered?	
11	Are there any untoward incident/s during the drill?	
12	Name of Sender	
13	Designation	

Example of text report:

1) **La Trinidad CS La Trinidad Dist.**, 2) **YES**, 3) **Feb 21, 2019**, 4) **530 learners, 21 teachers, 1 principal, 1 school nurse, 4 BDRMC, 10 parents** 5) **Yes** 6) **Yes**, 7) **Yes** 8) **Yes** 9) **Yes** 10) **None** 11) **None** 12) **Maria Clara Dimamatay** 13) **School DRRM Coordinator**

2. Upload to Facebook the photos of the actual conduct of the Drill capturing the stages:
- Ringing of bell*
 - Students and teachers performing the Duck-cover-hold position. Take note that learners should not lie down on the floor.*
 - Students and teachers evacuating fast (but not running). There should be a leader in front and the teacher should be the last to go out of the room and close the door after checking that nobody is left behind.*
 - Learners are convened at the safe open ground or the evacuation area and assigned personnel checks the number of learners and personnel.*
 - Assigned personnel reports to the Head of the School about the status of the learners.*
 - Proper releasing of pupils using the Family Reunification Plan.*

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3. An Accomplishment Report be submitted to SDO Benguet following the Action Plan format below.
This format will be used for every EQ Drill Conducted.

Title of Activity	Objectives	Date Conducted	No. of Pax	Amount	Fund Source	Remarks/ Person in-charge
BEFORE THE DRILL (to be conducted at least one week before the actual drill)						
Meeting with SDRRMC Members	To organize/re-organize/update the members on their roles before, during and after a disaster/emergency					
Invitation to LDRRMC and other stakeholders to observe during the conduct of the actual EQ Drill	To strengthen Disaster Preparedness through partnership with local stakeholders					
Orientation on DRRM and Disaster Preparedness for EQ	To raise awareness to learners, school personnel and parents about the importance of earthquake drill					
DURING THE DRILL (to be conducted on the day of the drill, 1 st Quarter-Feb. 21, 2019, 2:00PM)						
Pre-orientation between the umpires/observers and the members of the SDRRMC.	To ensure smooth flow of the activity					
Drill Proper	To observe readiness of the learners and school personnel to respond appropriately during the EQ drill.					
AFTER THE DRILL						
Conduct Post-conference	To address areas for improvement					
Submit Text Report to the Division DRRM Coordinator	To ensure access of communication after an EQ					
Upload photos to the facebook and tag FB Account: Nerissa Barbosa	To validate conduct of the EQ drill and to serve as advocacy campaign					
Prepare and submit the Accomplishment Report duly signed by SDRRM Coordinator (Prepared by) and Noted by School Head (no need to attach photos)						

4. A copy of the School Memorandum organizing/re-organizing the School DRRM Committee, SY 2018-19, complete with the names and functions of each Team to be attached in the Accomplishment Report.
5. ACCOMPLISHMENT REPORTS ARE ENCOURAGED TO BE SUBMITTED WITHIN THE MONTH WHERE THE NSED IS SCHEDULED. However, the EQ Drill text reporting should be done within the day or one (1) day after the actual conduct to be included in the NSED reporting that is submitted to higher offices.