



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**August 23, 2022**

No. 312, s. 2022

**CONDUCT OF 2022 3<sup>RD</sup> QUARTER NATIONAL SIMULTANEOUS EARTHQUAKE  
DRILL (NSED)**

To: **ALL PUBLIC AND PRIVATE  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL SCHOOL DRRM COORDINATORS  
ALL OTHERS CONCERNED**

1. The 2022 3<sup>rd</sup> Quarter National Simultaneous Earthquake Drill (NSED) is scheduled on September 8, 2022 at 9:00AM per instruction by the National Disaster Risk Reduction and Management Council (NDRRMC). The Office of Civil Defense – Regional Office 7, for its part, has advised all Local DRRM Offices to encourage institutions and establishments in their respective jurisdictions to conduct earthquake drills on the said date.
2. This is an opportunity for our schools to test the effectiveness of the earthquake contingency and evacuation plans. This is also an exercise for our students to perform the correct procedures during earthquakes and save the lives and that of others. In this regard, the Tagbilaran CDRRM Office is seeking your cooperation in encouraging all public schools to participate in the 3<sup>rd</sup> Quarter NSED. For this quarter, the Tagbilaran CDRRMO has chosen Tagbilaran City Central Elementary School (TCCES) as its pilot area. This means that we shall be assisting and evaluating TCCES during its earthquake drill. However, all the other public and private schools can still conduct the earthquake drills during the said day.
3. All School DRRM coordinators are hereby required to submit an after-activity report with pictures and updated emergency evacuation map (following the new normal) to DepEd-Tagbilaran City Division to Junicel Mancha, DRRM Coordinator thru <https://tinyurl.com/TagbDRRM>. Attached is a copy of the evaluation form which can be used as guide in preparing and assessing the respective drills.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent 



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## School Earthquake Drill Evaluation Form

Date/Time: \_\_\_\_\_ Place of Drill: \_\_\_\_\_

School Name: \_\_\_\_\_

Location in the School during the drill: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

	Time drill started (alarm sounded)
	If Evacuating, Time arrived at Evacuation Area. (last class/student arrived in assembly area).
	Time drill ended (roll taken all students/staffs and visitors were accounted for)

	YES	NO	If NO, please elaborate
1. Are all tall and heavy furnishings that could fall secured to wall or floor?			
2. Are all light fixtures and hanging wall objects properly secured?			
3. Are all chemicals and gases in Laboratory secured in cabinets or on shelves with rails to prevent them from falling over?			
4. Are all computers and other heavy electronics secured or placed on slide padding?			
5. Are lockers secured to the walls?			
6. Have plans been made to assist individuals with disabilities and any other functional needs?			
7. Is the School emergency evacuation route map posted in each classroom?			
8. Are all exits routes clearly marked and unobstructed?			
9. Is the evacuation area big enough to accommodate the evacuees?			
10. Has an outdoor area that is clear of power lines, light poles and other tall objects been identified?			



Province of Bohol  
City Government of Tagbilaran

**CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

Basement, New City Hall Bldg., J.A. Clarin St., Cogon, Tagbilaran City  
Tel. No. (038) 411-2222

11. Is there a School emergency preparedness committee that includes some of the following groups of people? Please respond to the following by placing a check mark (✓).		
<input type="checkbox"/> administrator	<input type="checkbox"/> Students	
<input type="checkbox"/> teachers	<input type="checkbox"/> parents	
<input type="checkbox"/> classified staff	<input type="checkbox"/> others	
12. Is the alarm and siren loud enough to be heard in all areas of the campus?		
13. Is the alarm clearly understood by all participants?		
14. Did the participants practice "DUCK, COVER and HOLD" technique?		
15. Did the drill participants follow the designated routes to evacuation area?		
16. Have students participated in a full earthquake drill in the last 12 months?		
17. Did the drill participants bring any first Aid kit during the evacuation phase?		
18. Did the drill participants conduct the headcount during the head count phase?		
19. Did the teachers bring the class record or attendance sheet?		
20. Did the teachers bring the list of student's emergency contacts?		
21. Did the drill participants A) Run B) walk casually C) walk faster than normal during the evacuation phase? Please encircle and specify if A, B or C.		
22. Did the participants A) Stay in the evacuation area B) Move to other place C) went back to the building without Instruction. Please encircle and specify if A, B or C.		
23. Is there any untoward incident observe during the drill?		