



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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November 08, 2021

DIVISION MEMORANDUM  
No. 052, s. 2021

**CONDUCT OF THE CY 2021 4th QUARTER NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Principals In-Charge  
Elementary & Secondary School Heads  
Schools & District DRRM Coordinators  
All Others Concerned

1. In compliance with Office of the Undersecretary for Administration NDRRMC Memorandum No. 08, s. 2021 entitled "**Conduct of the 4<sup>TH</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED)**", offices and schools at all levels in the Division are enjoined to participate in the conduct of Quarterly NSED on November 11, 2021 at 8:00 AM.
2. NSED exercises requiring physical interaction, particularly evacuation drill in DepEd offices and schools are hereby suspended. However, all DepED personnel and learners are enjoined to simultaneously practice the "**Duck, Cover, and Hold**" procedures on the set times.
3. Proper documentation and post-activity evaluation of said drill is required to ensure that the required reports are submitted on time as indicated in the attached Annex A.
4. Immediate dissemination of this Memorandum is required.

**RAUL D. AGBAN, EdD**  
OIC-Schools Division Superintendent



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## Annex A

### Guidelines on the Submission of the 2021 4th Quarter Nationwide Simultaneous Earthquake Drill (NSED) Reports

All schools, Schools Division Offices, and Regional Offices should thoroughly follow the guidelines below. Non-compliance is considered as non-acceptance of the reports.

#### 4th Quarter NSED Google Forms:

1. The School DRRM Coordinators shall fill out a Google Form link which is clustered into three (3), namely for schools in:
  - a. Luzon <https://bit.ly/LuzonSchools4QNSEd>
  - b. Visayas <https://bit.ly/VisayasSchools4QNSEd>
  - c. Mindanao <https://bit.ly/MindanaoSchools4QNSEd>
2. The Region and Division DRRM Coordinators shall also fill out a Google Form link specific for their respective offices:
  - a. Division <https://bit.ly/DivisionTemplate4QNSEd>
  - b. Region <https://bit.ly/RegionalTemplate4QNSEd>
3. The School, Division and Region DRRM Coordinators shall accomplish the Google Form **not later than five (5) working days after the quarterly NSED.**
4. In case that schools are not able to access or fill out the Google Form due to internet connectivity issues, they may opt to use the attached reporting template (**Annex B. School Reporting Template**) and submit a copy through email to the respective Division DRRM Coordinator **not later than ten (10) working days after the quarterly NSED.**

#### Consolidation of Reports

1. The DRRMS will provide the regions and divisions daily updates of the NSED report submission after the quarterly NSED.
2. The DRRMS will provide the regions and divisions the final consolidated report **ten (10) working days after the quarterly NSED** and it shall be vetted by the Division DRRM coordinators.
3. The Division DRRM coordinators shall vet the final consolidated report. Should they find schools that are not included, kindly add and have the file be signed by the Schools Division Superintendent (SDS) and submit to the respective Regional DRRM Coordinators, copy furnishing the respective SDS not later than **thirteen (13) working days after the quarterly NSED.**
4. The Regional DRRM coordinators must consolidate the NSED reports from Division DRRM coordinators and send them to the DRRMS via email [drmo+NSED2021@deped.gov.ph](mailto:drmo+NSED2021@deped.gov.ph), copy furnishing the respective Regional Directors not later than **sixteen (16) working days, after the quarterly NSED.**
5. The official number of schools that participated in the NSED will be based on the final consolidated NSED report signed by the Regional Director or the authorized official from the regional office and submitted to the DRRMS.

