



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0084

To : Assistant Schools Division Superintendent  
 Chief of the Curriculum Implementation Division  
 Chief of the School Governance and Operations Division  
 Public School District Supervisors  
 All Public Elementary and Secondary School Heads  
 All Private Elementary and Secondary Administrators and Principals

Subject : **DISSEMINATION OF THE NDRRMC MEMORANDUM NO. 27,  
 S. 2025 AND DM-OUPS-2025-04-00865 RE: CY 2025  
 QUARTERLY NATIONWIDE SIMULTANEOUS EARTHQUAKE  
 DRILL (NSED) SCHEDULE**

Date : February 20, 2025

This is in relation to DepEd Regional Memorandum No. ESSD-2025-046 dated February 14, 2025, re: *Dissemination of the NDRRMC Memorandum No. 27, s. 2025 and DM-OUPS-2025-04-00865 re: CY 2025 Quarterly Nationwide Simultaneous Earthquake Drill (NSED) Schedule*, encouraging all schools and offices to comply in the said earthquake drills with the following schedule:

QUARTER	DATE & TIME
1 <sup>st</sup>	March 13, 2025 (Thursday) 2:00 PM
2 <sup>nd</sup>	June 19, 2025 (Thursday) 9:00 AM
3 <sup>rd</sup>	September 11, 2025 (Thursday) 2:00 PM
4 <sup>th</sup>	November 6, 2025 (Thursday) 9:00 AM

Schools and Offices are hereby directed to actively participate in the conduct of the Earthquake Drill on the dates mentioned above to demonstrate your readiness and awareness to respond to the occurrence of earthquakes. Furthermore, schools should implement the following activities in relation to the conduct of the drill:

1. Prepare your Action Plan and Contingency Plan for the specific hazard.
2. Conduct pre- and post-orientation and evaluation with the learners, personnel, and stakeholders in the conduct of the drill. You may contact your local BDRRM to evaluate your drill.





Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

3. Verify and validate the safety of buildings/classrooms prior to the conduct of the drill.
4. For occupants of dilapidated buildings/classrooms, learners and teaching personnel should evacuate immediately in a calm manner during the drill, while occupants of newly constructed, stable and sound buildings/classrooms should remain and conduct "Duck, Cover, and Hold!" until evacuation from the building is necessary.
5. The "alarm" during the drill should not last for more than 30 seconds and evacuating from your classrooms or offices should be conducted immediately after the said alarm (Shaking) has stopped. ***There will be no need to count before evacuating the classrooms.***
6. Secure an Evacuation or Assembly Area for learners and personnel.
7. Organize and deploy Disaster Teams for First Aid, Fire Suppression, and security, and other teams as necessary to evaluate your school response measures.
8. Include in the drill all stakeholders found within the school premises during the said drill.

School Heads or School DRRM Coordinators are directed to utilize the online submission of reports not later than eight (8) days after the conduct of the drill.

For concerns and clarifications, please contact Hernani A. Resueño Jr, Project Development Officer II, through mobile number 09433844654.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

FEB 24 2025

PROCESSED, REVIEWED, AND RELEASED BY



Encl.: as stated.  
SGOD/abs/har



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

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Republic of the Philippines  
Department of Education  
DAVAO REGION

February 14, 2025

REGIONAL MEMORANDUM  
ESSD-2025-046

DISSEMINATION OF THE NDRRMC MEMORANDUM NO. 27, S. 2025 AND  
DM-OUPS-2025-04-00865 RE: CY 2025 QUARTERLY NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL (NSED) SCHEDULE

To: Schools Division Superintendents  
Functional Division Chiefs

1. Pursuant to NDRRMC Memorandum No. 27, S. 2025 dated January 28, 2025 and DM-OUPS-2025 04-00865 dated February 10, 2025, schools and offices are encouraged to comply in the earthquake drills with the following schedules:

1 <sup>st</sup> Quarter	March 13, 2025 (Thursday) 2:00PM
2 <sup>nd</sup> Quarter	June 19, 2025 (Thursday) 9:00AM
3 <sup>rd</sup> Quarter	September 11, 2025 (Thursday) 2:00PM
4 <sup>th</sup> Quarter	November 6, 2025 (Thursday) 9:00AM

2. Moreover, to fast track the report, the Division DRRM coordinators are directed to utilize the online submission of reports not later than eight (8) days after the conduct of NSED.

3. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director, *[Signature]*

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

**RELEASED**

Enclosed: As stated,  
ROXI

By: *[Signature]* Date: 2/18/2025 Time: 4:17:19



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph



2

DILIGENTIA - PROSPERITAS

**Department of Education**

OFFICE OF THE SECRETARY FOR OPERATIONS

**MEMORANDUM**  
**DM-OUOPS-2025**

TO:

**MINISTER, BASIC, HIGHER, AND TECHNICAL  
EDUCATION, BARMM  
ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGIONAL AND DIVISION DRRM COORDINATORS  
ALL PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY  
SCHOOL HEADS**

FROM:

**FELINO O. CASTRO V.**

Deputy Secretary for Operations, Office of the Secretary

RE: **DR**

**DEXTER A. GALBAN**  
Deputy Secretary for Operations  
Office of the Secretary

SUBJ: **The CY 2025 Quarterly Nationwide Simultaneous Earthquake  
Drill (NSED) Schedule**

DATE:

It is hereby directed that all BARMM  
Regional Directors, Schools Division  
Superintendents, Regional and Division  
DRRM Coordinators, and all Public and  
Private Elementary and Secondary School  
Heads shall participate in the quarterly

Quarterly Nationwide Simultaneous  
Earthquake Drill (NSED) to be conducted by  
the Office of the Secretary of the  
Quarterly Nationwide Simultaneous

Quarter	Date	Time
1st Quarter	March 2025	02:00 PM
2nd Quarter	June 2025	03:30 AM
3rd Quarter	September 2025	03:00 PM
4th Quarter	December 2025	03:00 AM

Additionally, BARMM Member of the  
Senate and traditional or present  
representatives are invited to participate  
at the beginning of the Earthquake

Drill followed by a restoration of the  
activities thereafter including the NSED  
and the observance of the traditional  
ceremony.

Dejito:



Attest: \_\_\_\_\_  
Dexter A. Galban  
Deputy Secretary for Operations

Attest: \_\_\_\_\_  
Rita  
Page



implement other forms of exercises based on needs assessment, aside from evacuation drills, to scale up overall earthquake preparedness. Further, coordination with local government units (LGUs) and community stakeholders, post drill review, coordinated assessment, and evaluation shall be conducted. This is to ensure effective implementation of contingency plans and improve future preparedness efforts.

To increase awareness and enhance preparedness for the impending threat of the inevitable occurrence of an earthquake, even amid the pandemic, the **Information, Education, and Communication (IEC) campaign in NSED using distant means should be continuously intensified**. A copy of NSED materials can be accessed through <https://bit.ly/DepEdNSED2025>

After each drill, the DRRM Teams must review and update their earthquake contingency plans, integrating new operational strategies and lessons learned to identify gaps.

For the post-NSED activities, the self-evaluation and processing of the NSED within respective areas of jurisdiction are encouraged after the conduct of NSED. Proper documentation and post-activity evaluation of said drill are required. All field offices should ensure that the required reports are submitted on time, as indicated in Annex A. Also attached is the NDRRMC Memorandum No. 027, s. 2025 for reference.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2<sup>nd</sup> Floor, Mabuhay Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [drmno@deped.gov.ph](mailto:drmno@deped.gov.ph).

For information and appropriate action:

DRRM/MAMN



## ANNEX A

### **Guidelines on the Quarterly Submission of the 2025 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Report**

All DepEd Regional Offices, Schools Division Offices, and schools should thoroughly follow the guidelines below.

#### **I. Schools- Based NSED**

##### **For Schools**

1. The School DRRM Coordinator shall accomplish the Monitoring and Reporting (M&R) Template (**Annex B - Template 1**), to be signed by the School Head.
2. Guidelines on the photo and video documentation are in **Annex C**.
3. The signed form with attached photo and video documentation of NSED practices and initiatives shall be submitted to the respective Division DRRM Coordinators not later than **five (5) working days**, after the schedule of the quarterly NSED.

##### **For Schools Division Offices**

1. The Division DRRM Coordinators must consolidate NSED reports and pictures from School DRRM Coordinators (**Annex B - Template 3**).
2. Consolidated NSED reports and pictures from schools must be submitted by the Division DRRM Coordinators to the DRRMS via email [drromo@deped.gov.ph](mailto:drromo@deped.gov.ph) not later than **fifteen (15) working days**, after the schedule of the quarterly NSED. Refer to the following table for the schedule of submission of the quarterly Division NSED report:

<b>Date of Quarterly Conduct</b>	<b>Submission of Division Consolidated Report (School-Based NSED)</b>
March 13, 2025	April 3, 2025
June 19, 2025	July 11, 2025
September 11, 2025	October 2, 2025
November 6, 2025	November 27, 2025

3. Division DRRM Coordinators are requested to submit at least **five (5) best pictures** from their divisions. Soft copies are to be attached to their report.
4. Division DRRM Coordinators should use the naming convention below as subject line for emails:

1<sup>st</sup> Quarter NSED: [CY 2025 1QNSED] Report\_<Region-Name of SDO>  
2<sup>nd</sup> Quarter NSED: [CY 2025 2QNSED] Report\_<Region-Name of SDO>  
3<sup>rd</sup> Quarter NSED: [CY 2025 3QNSED] Report\_<Region-Name of SDO>  
4<sup>th</sup> Quarter NSED: [CY 2025 4QNSED] Report\_<Region-Name of SDO>

Example: [CY 2025 1QNSED] Report Region VIII-SDO Tacloban City

5. The cut-off time for all deadlines will be at 05:00 PM. The official number of schools participating in the NSED will be based on the consolidated NSED report signed by the Schools Division Superintendent (SDS) or authorized official from the division office to be submitted to DRRMS.

## II. Office-Based NSED (Regional and Schools Division Offices)

1. All Regional Offices and Schools Division Offices are also enjoined to conduct quarterly NSED in their respective offices. The Regional/Division DRRM Coordinator shall accomplish the Monitoring and Reporting (M&R) Template (**Annex B - Template 2**), to be signed by the Regional Director/Schools Division Superintendent, respectively.
2. The Regional DRRM Coordinators must consolidate NSED reports and pictures from Schools Division Offices (**Annex B - Template 4**).
3. Consolidated NSED reports and pictures from the Division Offices must be submitted by the Regional DRRM Coordinators to the DRRMS via email [drmqa@deped.gov.ph](mailto:drmqa@deped.gov.ph) not later than fifteen (15) working days, after the **schedule of the quarterly NSED**. Refer to the following table for the schedule of submission of the quarterly Division NSED report.

Date of Quarterly Conduct	Submission of Regional Consolidated Report (Office-Level NSED)
March 13, 2025	April 3, 2025
June 19, 2025	July 11, 2025
September 11, 2025	October 2, 2025
November 6, 2025	November 27, 2025

4. Regional DRRM Coordinators should use the naming convention below as subject line for emails.

1<sup>st</sup> Quarter NSED [CY 2025 1QNSED] Report <Name of Region>  
2<sup>nd</sup> Quarter NSED [CY 2025 2QNSED] Report <Name of Region>  
3<sup>rd</sup> Quarter NSED [CY 2025 3QNSED] Report <Name of Region>  
4<sup>th</sup> Quarter NSED [CY 2025 4QNSED] Report <Name of Region>

Example: [CY 2025 1QNSED] Report Region X

The DRRMS shall submit the national consolidated report (both School Based and Office Based NSED) to the Office of the Civil Defense through the Office of the Undersecretary for Operations.



## ANNEX C

### **Guidelines on the Photo and Video Documentation of Quarterly Nationwide Simultaneous Earthquake Drill**

The following guidelines is set for the photo and video documentation of the quarterly conduct of NSED in schools and DepEd offices

1. Photo and video recordings of quarterly NSED conduct may be used in information and communication materials of the Department, as requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The following scenarios must be included in the documentation of the school
  - a. Learners, personnel and/or parents/guardians wearing personal protective equipment such as hard hats.
  - b. Learners, personnel, and/or parents/guardians doing the Duck, Cover, and Hold.
  - c. Conduct of coordination, preparatory meeting.
  - d. Actual conduct of the quarterly NSED.
4. The recommended minimum specifications are as follows
  - a. Photo
    - i. File format - JPEG, PNG
    - ii. Dimensions - 4:3 ratio or 16:9 ratio
    - iii. Orientation - Landscape
  - b. Video
    - i. File format - MP4 or MOV (with 1080p or 720p resolution)
    - ii. Dimensions - 1920px x 1080px (16:9)
    - iii. Orientation - Landscape
    - iv. Frame rate - 30fps x 60fps



No. of Personnel Participated (Participation Head Count)	Male	Female
No. of Teaching Personnel		
No. of Non-Teaching Personnel		
<i>Grand Total</i>		
No. of Learners (Total Population)	Male	Female
No. of Learners (Excluding IP, Muslim and Learners with Disability)		
No. of IP Learners		
No. of Muslim Learners		
No. of Learners with Disability		
<i>Grand Total</i>		
No. of Learners Participated (Participation Head Count)	Male	Female
No. of Learners (Excluding IP, Muslim and Learners with Disability)		
No. of IP Learners		
No. of Muslim Learners		
No. of Learners with Disability		
<i>Grand Total</i>		
<b>Post-Drill</b>	<b>Yes</b>	<b>No</b>
Conduct a review of the Contingency Plan		
<b>Additional Remarks</b>		
<p><b>Common issues and concerns encountered during the actual conduct of drill</b></p> <p>1 2 3 4 5. Add additional item/s when necessary</p>		

Prepared by:

Noted by:

[School DRRM Coordinator]  
Date

[School Head]  
Date

DebED  
2023-24

REVIEW AND APPROVAL OF THE REPORT OF THE COMMITTEE ON QUADRUPEDS AND THE COMMITTEE ON EARTHTREK AND OTHER