

Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 13, 2023

DIVISION MEMORANDUM No. <u>10</u>, s. 2023

REITERATION OF DepEd Order No. 53, s. 2022 ENTITLED MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Education Program Supervisors
Administrative Officer V
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

- 1. Pursuant to DepEd Order No. 53, s. 2022 entitled Mandatory Unannounced Earthquake and Fire Drills in Schools, all schools are required to conduct unannounced earthquake and fire drill every first week and third week of the month.
- 2. Anent this, the school heads with the assistance of the School DRRM Coordinators are expected to:
 - a. Properly coordinate with the Local Government Unit, Barangay Officials and Local Stakeholders to ensure the smooth implementation of the drills and to avoid panic in the school's premises and in nearby community;
 - b. Set the date and the time of the drills, which will run up to a maximum of 1 hour only;
 - c. Activate the School DRRM Team.
- 3. School heads shall submit a Report on the Conduct of Unannounced Earthquake and Fire Drills using the attached template three (3) days after the conduct of the said activity.
- 4. For strict compliance.

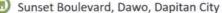
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Division of Dapitan City
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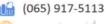
FELIX ROMY A. TRIAMBULO, CESO V

Schools Division Superintendent















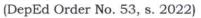


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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

REPORT ON THE CONDUCT OF UNANNOUNCED EARTHQUAKE AND FIRE DRILL





DATE CONDUCTED:			
TIME STARTED:			
TIME ENDED:			
REGION			
DIVISION			
NAME OF SCHOOL			
NAME OF SCHOOL			
Pre-Drill	Ye	s	No
With available Go Bags?			
With updated preparedness, evacuation, and			
response plans?			
With updated contingency plan?			
With available early warning system?			
With available emergency and rescue equipment?			
With available First Aid Kits?			
With available communication equipment (internet,			
cellphone, two-way radio, etc.)?			
With sufficient space in school/classrooms to			
conduct the "Duck, Cover, and Hold"			
Conducted coordination/preparatory meeting with			
LDRRMO/BDRRMCs?			
Conducted an orientation to learners and school			
personnel on earthquake preparedness measures and			
the conduct of earthquake and fire drills?			
Conducted an orientation to parents on earthquake			
preparedness measures and the conduct of			
earthquake and fire drills?			
Learners have accomplished the Family Earthquake			
Preparedness Homework?			
Conducted alternative activities and/or Information,			
Education and Communication (IEC) campaigns on			
earthquake preparedness and fire prevention?			
Additional Remarks			
Actual Drill	Ye		No
Conducted "DUCK, COVER, and HOLD"?	16	.5	NO
Conducted Bock, Cover, and Hold?			
Additional Remarks			
MANAGEMENT AND MANAGE			
No. of Personnel	Male	Female	Total
No. of Teaching Personnel			and the second s

	1		
Grand Total	4		
No. of Learners	Male	Female	Total
No. of Learners			
No. of IP Learners			
No. of Muslim Learners			
No. of Learners with Disability			
Grand Total			
Post-Drill	Y	es	No
Conduct of post-activity exercises tabletop and	1		
functional exercises			
Additional Remarks		<u> </u>	
Common issues and concerns encountered 1 2 3 4 5 [Add additional item/s when necessary]	d during the	actual co	nduct of drill
1 2 3 4	d during the		nduct of drill
1 2 3 4 5 [Add additional item/s when necessary]			nduct of drill

(Enclosure No. 1)

Implementing Guidelines of the DepEd Order No. 53, s. 2022 or the Mandatory Unannounced Earthquake and Fire Drills in Schools

I. Schedule of the Mandatory Unannounced Earthquake and Fire Drills

The mandatory unannounced earthquake and fire drills shall be conducted twice monthly, during the first and third week of each month. The conduct of the drill shall take no more than one (1) hour to ensure the minimal disruption of classes. Kindly refer to the following table for mapping of the first and third weeks of the month for CY 2023:

Table A. Mapping of weeks of the month of SY 2022 - 2023 for the conduct of

the mandatory unannounced earthquake and fire drills

Month	Weeks	Dates Covered
	First Week	January 2 - January 6
January 2023	Third Week	January 16 - January 20
	First Week	January 30 - February 3
February 2023	Third Week	February 13 -February 17
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	First Week	March 6 - March 10
March 2023	Third Week	March 20 - March 24
	First Week	April 3 - April 7
April 2023	Third Week	April 17 - April 21
	First Week	May 1 - May 5
May 2023	Third Week	May 15 - May 19
	First Week	June 5 - June 9
June 2023	Third Week	June 19 - June 23
July 2023	First Week	July 3 - July 7 (last week of cla

^{*}based on DepEd Order 34, s. 2022

The School Heads, with their respective school DRRM teams, shall determine the specific days that their school shall conduct the drills. The proposed schedule of the drills shall be communicated to the Schools Division Offices through the school DRRM coordinator.

The said drills under DepEd Order 53, s. 2022 shall be implemented separately from the quarterly Nationwide Simultaneous Earthquake Drill (NSED). The drills shall be conducted on a different day that the NSED is carried out.

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For cases where there is conflict with the schedules of equally important school activities, such as but not limited to, quarterly examinations and the National Achievement test, the Schools Division Office shall determine the next best available schedule for the conduct of the drills and shall communicate these changes to their respective Regional Office. The Regional Offices shall communicate these changes to the DRRMS.

II. Involved Personnel and Stakeholders

The Regional Directors and the Schools Division Superintendents shall ensure that their respective DRRM coordinators receive the required assistance from the other concerned divisions and units of their office.

The School Heads, with their school DRRM team shall enjoin the Parent-Teacher Association (PTA) of their schools pursuant to Section 9 - Duties and Responsibilities of PTA Members of DepEd Order 13, s. 2022 titled Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations to provide support to the school in the planning and conduct of the drills as stipulated by DO 53, s. 2022.

III. Special Considerations

For schools located near coastlines and flood prone areas, the drills shall not require the learners and school personnel to evacuate to the mainland or higher ground.

For schools located in highly dense urban areas, the drills shall not require learners and school personnel to evacuate to predetermined evacuation sites which are far away from school premises.

IV. Administrative Guidelines

The Schools Division Offices are advised to refer to their respective Earthquake and Fire Contingency Plans with respect to the involvement of their local governments (city, municipality, barangay) and local partners, such as but not limited to, the Bureau of Fire Protection and non-government organizations to ensure the successful and well-coordinated implementation of DepEd Order 53, s. 2022.

The School Heads are instructed to conduct formal briefings of their teaching and non-teaching personnel, as well as their parent-teacher associations, regarding the schedule and implementation of the drills.

Due to the nature of the drills being unannounced, the schools are advised to revisit their Earthquake and Fire Contingency Plans to ensure that unnecessary panic and untoward incidents are avoided and/or managed, and that there are zero casualties and injuries caused by these drills.

V. Monitoring

All schools, schools division offices, and regional offices shall strictly follow the guidelines below.

Attached are the following monitoring templates:

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600 Email: oure@deped.gov.ph; Website: www.deped.gov.ph

Tel. No.: (02) 8633-5313; (02) 8631-8492

- i) Report on the Conduct of Unannounced Earthquake and Fire Drill School-level Monitoring Template
- ii) Division Consolidated Report on the Conduct of Unannounced Earthquake and Fire Drill Division-level Monitoring Template
- iii) Regional Consolidated Report on The Conduct of Unannounced Earthquake and Fire Drill Regional-level Monitoring Template

Report Consolidation and Submission Schedule

- 1. The School DRRM Coordinator shall accomplish the School Level Monitoring Template after every conduct of the drills and submit the accomplished template no later than the Tuesday of the second week (for the first week of the month drills) and the Tuesday of the fourth week (for the third week of the month drills) of the month to their Division DRRM Coordinator. For drill weeks that are rescheduled to a different week, the deadline will be adjusted to the Tuesday of the following week.
- 2. The Division DRRM Coordinator shall consolidate the school-level reports using the Division-level Monitoring Template and shall submit to the regional office through the Regional DRRM Coordinator no later than three (3) working days after the school level report submission deadline.
- 3. The Regional DRRM Coordinator shall consolidate the division-level reports using the Regional-level Monitoring Template and shall submit to the DRRMS via email at drrmo@deped.gov.ph. Kindly refer to the following table for the schedule of the monthly regional consolidated report submissions:

Conduct of Drills Period	Regional Consolidated Report Deadline
January 2023	February 10, 2023
February 2023	March 3, 2023
March 2023	April 7, 2023
April 2023	May 5, 2023
May 2023	June 2, 2023
June 2023	July 7 2023
July 2023	July 18, 2023

 The DRRMS shall submit the national consolidated report to the Office of the Secretary through the Office of the Undersecretary for Operations.

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