



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. 70, 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.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent 



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitancity.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**REPORT ON THE CONDUCT OF UNANNOUNCED**  
**EARTHQUAKE AND FIRE DRILL**  
 (DepEd Order No. 53, s. 2022)



**DATE CONDUCTED:** \_\_\_\_\_  
**TIME STARTED:** \_\_\_\_\_  
**TIME ENDED:** \_\_\_\_\_

<b>REGION</b>	
<b>DIVISION</b>	
<b>NAME OF SCHOOL</b>	

Pre-Drill	Yes	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	Yes	No
Conducted "DUCK, COVER, and HOLD"?		
Conducted evacuation drill?		

**Additional Remarks**

No. of Personnel	Male	Female	Total
No. of Teaching Personnel			

No. of Non-Teaching Personnel			
<i>Grand Total</i>			
<b>No. of Learners</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
No. of Learners			
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 of post-activity exercises tabletop and functional exercises			
<b>Additional Remarks</b>			
<b>Common issues and concerns encountered during the actual conduct of drill</b>			
1			
2			
3			
4			
5 [Add additional item/s when necessary]			

**Prepared by:**

**Noted by:**

\_\_\_\_\_  
**[School DRRM Coordinator]**

Date:

\_\_\_\_\_  
**[School Head]**

Date:



(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**

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

*\*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.

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:



- 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 [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) . Kindly refer to the following table for the schedule of the monthly regional consolidated report submissions:

<b>Conduct of Drills Period</b>	<b>Regional Consolidated Report Deadline</b>
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

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