



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 03 2022

NOTICE OF MEETING

To: Public Elementary and Secondary School Heads/ OICs
Public Schools District Supervisors
School DRRM Coordinators and Alternates
School Nurses


From : Office of the Schools Division Superintendent

Date : March 4, 2022 (Friday)

Time : 1:00 PM – 3:00 PM

Venue : via Zoom (link will be sent through respective messenger group)

Agenda : **Division Meeting for PSDS, School DRRM, and School Nurses**
1. Schools Update on the Division pre-assessment and recommendation
2. Conduct of Nationwide Simultaneous Earthquake Drill (NSED) on March 10, 2022.
3. Schedule of DILG Validation on Safety Seal Certification in Schools


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

ELK/Notice of Meeting for PSDS, School DRRM and Nurses
033 /March 4, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
 8805-9935, 8805-9940
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SCHOOLS DIVISION OFFICE MUNTINLUPA**22 PUBLIC SCHOOLS TO BE CERTIFIED FOR SAFETY SEAL**

Date	Public Schools
March 8, 2022	1. Victoria Homes Elementary School 2. Poblacion Elementary School 3. Poblacion National High School 4. Muntinlupa National High School 5. Itaas Elementary School 6. Muntinlupa Elementary School
March 9, 2022	7. Tunasan Elementary School 8. Lakeview Integrated School 9. Alabang Elementary School 10. Bayanan Unit I Elementary School 11. Bayanan Main Elementary School 12. Soldiers Hills Elementary School
March 10, 2022	13. Flinvest Alabang Elementary School 14. Cupang ES Annex Elementary School 15. Bagong Silang Elementary School 16. Sucat Zone 3 Elementary School 17. Sucat Zone 4 Elementary School
March 11, 2022	18. Muntinlupa Business HS Sucat Annex 19. Sucat Main Elementary School 20. Buli Elementary School 21. Cupang Senior High School 22. Cupang Main Elementary School



Annex A

Guidelines on the Submission of the 2022 1st Quarter Nationwide Simultaneous Earthquake Drill (NSED) Reports

All schools, schools division offices, and regional offices should thoroughly follow the guidelines below. Non-compliance is tantamount to the non-acceptance of said reports.

1st 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/LuzonSchools1Q>)
 - b. Visayas (<https://bit.ly/VisayasSchools1Q>)
 - c. Mindanao (<https://bit.ly/MindanaoSchools1Q>)
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/Division1Q>)
 - b. Region (<https://bit.ly/Region1Q>)
3. The School, Division, and Region DRRM Coordinators shall accomplish the Google form **not later than five (5) working days after 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 quarterly NSED.
2. The DRRMS will provide the regions and divisions the final consolidated report **ten (10) working days after quarterly NSED** and shall be vetted by the Division DRRM coordinators.
3. Should the Division DRRM Coordinators find schools not included, they shall add the missing information and have the document signed by the Schools Division Superintendent (SDS), and submit them to their respective Regional DRRM Coordinators (copy furnish respective SDS) not later than **13 working days after quarterly NSED.**
4. The Regional DRRM Coordinators must consolidate NSED reports from Division DRRM Coordinators and send them to the DRRMS via email at drmo+dp@deped.gov.ph (copy furnish Regional Directors) not later than **sixteen (16) working days after quarterly NSED.**
5. The official number of schools that participated in NSED will be based on the final consolidated NSED report signed by the Regional Director or an authorized official from the regional office to be submitted to DRRMS.



Annex B

**School-Level Report on the 1st Quarter
National Simultaneous Earthquake Drill (NSED)**

Date Conducted: _____

Time Started: _____

Time Ended: _____

I. Baseline Data			
A	Region		
B	Division		
C	Name of School		
D	School ID		
		Male	Female
E	Number of Learners (excluding IP, Muslim and Learners with Disability)		
F	Number of IP Learners		
G	Number of Muslim Learners		
H	Number of Learners with Disability		
I	Number of Teaching Personnel		
J	Number of Non-Teaching Personnel		

Question		Answer	Remarks
II. PRE-NSED		(Yes/No)	
A	Are Emergency Go Bags available?		
B	Are there updated preparedness, evacuation, and response plans reflective of the COVID-19 situation?		



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C	Is there an updated contingency plan reflective of the COVID-19 situation?		
E	Is an early warning system available?		
F	Are emergency and rescue equipment available?		
G	Are first aid kits available?		
H	Is communication equipment available?		
I	Is there sufficient space at home/school to conduct the "Duck, Cover, and Hold?"		
J	Did you conduct coordination/preparatory meetings with LDRRMO/BDRRMCs?		
K	Did you conduct orientation to learners on earthquake preparedness measures and the conduct of the NSED?		
L	Did you conduct orientation to parents on earthquake preparedness measures and the conduct of the NSED?		
M	Did the learners accomplish the Family Earthquake Preparedness Homework?		
N	Did you conduct alternative activities and/or Information, Education and Communication (IEC) Campaign?		
III. ACTUAL NSED			
A	Number of learners (excluding IP, Muslim and Learners with Disability) that participated		
B	Number of IP learners that participated		
C	Number of Muslim learners that participated		
D	Number of Learners with Disability that participated		
E	Number of teaching personnel that participated		
F	Number of non-teaching personnel that participated		



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IV. POST-NSED		(Yes/No)	
B	Did you conduct post-activity exercises such as virtual earthquake drills, tabletop, and functional exercises?		

V. ISSUES AND CONCERNS	
Instruction: Please mark check (✓) all issues and concerns experienced in conducting National Simultaneous Earthquake Drill (NSED)	
	Improper practice of Duck, Cover & Hold
	Non-compliance to minimum health protocols for COVID-19
	Others (specify):
1	
2	
3	

Prepared by:

Approved by:

SDRRM Coordinator

School Head/Principal