



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAR 14 2024

**MEMORANDUM**

**REITERATION ON THE CONDUCT OF THE 1<sup>ST</sup> QUARTER NATIONWIDE  
SIMULTANEOUS EARTHQUAKE DRILL (NSED)**


To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public and Private Elementary and Secondary School Principals / OICs  
All Others Concerned

1. Attached is letter from the Department of Disaster Resilience and Management, dated March 7, 2024 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to this, all schools and offices are encouraged to participate in the activities to promote earthquake preparedness and disaster resiliency in the workplace.
3. Please see the attached template on Quarterly Nationwide Simultaneous Earthquake Drill (NSED) Participation Data, for reference.
4. Immediate and wide dissemination of this Memorandum is desired.

For:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

By:

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index  
Under the following subjects:

SAFETY EDUCATION      COMMUNICATIONS

ELK/ REITERATION ON THE CONDUCT OF THE 1<sup>ST</sup> QUARTER NATIONWIDE SIMULTANEOUSLY EARTHQUAKE DRILL (NSED)  
092 /March 12, 2024

UN-2024-092

092



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 City of Muntinlupa



**DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT**  
 (Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City  
 Tel. No.: 8925-43-82

SDO-CITY OF MUNTINLUPA  
 Joeycor J. Rendon  
 Admin Aide VI  
 10/11/24  
 9:23 AM

March 7, 2024

To: HON. JOHN DAVE D. ARCILLA  
 HON. ALLEN F. AMPAYA  
 HON. GERARDO C. TEVES  
 HON. JONATHAN DAVID GUTIERREZ  
 HON. CHRISTINE MAY A. ABAS-DING  
 HON. LUVI P. CONSTANTINO  
 HON. RONALDO L. LORESCA  
 HON. RAFAEL T. SEVILLA  
 HON. MARCUS LESTER R. SUNTAY  
 ALL OTHER CONCERNED AGENCIES

BARANGAY TUNASAN  
 BARANGAY POBLACION  
 BARANGAY PUTATAN  
 BARANGAY BAYANAN  
 BARANGAY ALABANG  
 BARANGAY CUPANG  
 BARANGAY BULI  
 BARANGAY SUCAT  
 BARANGAY AYALA ALABANG

Sir/ Madam:

In reference to the *Office of Civil Defense Memorandum No. 011, s.2024*, entitled “*Conduct of the CY 2024 Nationwide Simultaneous Earthquake Drill*”, the **1<sup>st</sup> Quarter NSED** will be held on **Monday, March 25, 2024, at 9:00 a.m.** As per memorandum, traditional or in-person NSED is allowed. It is therefore recommended that aside from evacuation drills, other forms of exercises may be designed and implemented based on needs assessment, to scale up the overall earthquake preparedness of your chosen sites. We encourage offices to participate in the aforementioned drill.

Also, the installed “*DDRM Emergency Public Warning System*” will be utilized to signify as “ground-shaking” for this simulation. Reports and documentations will be gathered from your respective offices to be submitted to this office for consolidation not later than two (2) days after the activity. Reports shall be emailed to [drmmomuntinlupa@gmail.com](mailto:drmmomuntinlupa@gmail.com).

For your guidance and information. Thank you.

Truly yours,

**ERWIN O. ALFONSO, Ph.D.**  
 Department Head

Noted by:

**HON. ROZZANO RUFINO B. BIAZON**  
 City Mayor



**DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT**  
(Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City  
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## PHASES OF EARTHQUAKE DRILL

### PHASE 1: ALARM

The Public Address System (Siren) will be triggered.  
This represents the “ground-shaking or earthquake”.

### PHASE 2: RESPONSE

During the “shaking” perform the **DROP, COVER and HOLD**.  
Remain in that position until “shaking” stops.  
Still BE ALERT, open your eyes.

### PHASE 3: EVACUATION

After the “Shaking”, all building occupants should evacuate, following the pre-determined routes, to the **EVACUATION AREAS**.

### PHASE 4: ASSEMBLY

At the designated evacuation area, the ‘evacuees’ must be **grouped together**.

### PHASE 5: HEADCOUNT

Team leaders should **check** and make sure **all ‘evacuees’ are counted for**.

### PHASE 6: EVALUATION

- ✓ How was the drill
- ✓ What are the problems encountered?
- ✓ How will it be improved for future earthquake drills?



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**

NATIONAL CAPITAL REGION  
NO. 81 RBA BLDG. 15TH AVENUE, MURPHY, CUBAO, QUEZON CITY



**MEMORANDUM**  
No. 011, s.2024

**TO :** ALL MEMBERS OF METRO MANILA DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS (MMDRRMC), LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICES (LDRRMOs) AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES (BDRRMCs)

**SUBJECT :** Conduct of the CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill

**DATE :** February 19, 2024

In reference with NDRRMC Memorandum No. 013, s. 2024 dated January 24, 2024 (Encl. 1), the conduct of CY 2024 Nationwide Simultaneous Earthquake Drill (NSED) is scheduled. Since 2023, conduct of traditional or in-person NSED is allowed. It is therefore recommended that aside from evacuation drills, other forms of exercises may be designed and implemented based on needs assessment, to scale up the overall earthquake preparedness of your chosen sites.

Subsequently, an advance copy of NDRRMC Memorandum rescheduling the 1<sup>st</sup> Quarter NSED 2024 and amending for the purpose NDRRMC Memorandum No. 013, s. 2024 (Encl. 2) was issued.

In view thereof, the schedule for the CY 2024 Quarterly NSED and the Observance of the World Tsunami Awareness Day is hereby disseminated:

Quarter	Date/Time
1 <sup>st</sup> Quarter	March 25, 2024, 9:00 AM
2 <sup>nd</sup> Quarter	June 13, 2024, 2:00 PM
3 <sup>rd</sup> Quarter	September 12, 2024, 9:00 PM
4 <sup>th</sup> Quarter "World Tsunami Awareness Day"	November 14, 2024, 2:00 PM

All member agencies, LDRRMOs, and BDRRMCs are hereby invited to participate in the conduct of the quarterly NSED. In addition, there will be an Earthquake Preparedness Summit on March 21, 2024 which will be organized at the national level. All LGUs are enjoined to participate in the activity.

Member agencies and LDRRMOs are encouraged to submit via email to OCD NCR Capacity Building and Training Section, their NSED pilot areas, especially for the 1<sup>st</sup> quarter of 2024. After Activity Reports for the 1<sup>st</sup> Quarter NSED 2024 on March 25, 2024, 9:00 AM shall be submitted on or before April 1, 2024.

Furthermore, the above-mentioned offices are hereby directed to submit the NSED drill participation data. The purpose of this is to have a quantifiable information on the NSED for use in monitoring, evaluation, informed decision-making, and other purposes. The report shall include the total number of participants within the respective area of responsibility (AOR) and



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**OFFICE OF CIVIL DEFENSE**  
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sex-disaggregated data as part of our compliance with RA 9710 or the Magna Carta of Women. Attached is the template of report for reference.

The required data on NSED participants may be part of your After Activity Report but initial data shall be submitted separately within 2-days after the NSED. All submissions shall be emailed to [cbtsocdncr@gmail.com](mailto:cbtsocdncr@gmail.com).

  
GEORGE F. KEYSER  
Regional Director

- Encl 1. NDRRMC Memorandum No. 013, s. 2024
- Encl 2. Advance Copy of NDRRMC Memorandum rescheduling the 1<sup>st</sup> Quarter NSED 2024 and amending for the purpose NDRRMC Memorandum No. 013, s. 2024
- Encl 3. Drill Participation Data Matrix





JAN 24 2024

**MEMORANDUM**

No. 013, s. 2024

**TO : ALL MEMBERS OF DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL LEVELS AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS**

**SUBJECT: Conduct of the CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill**

Rule 6, Section 7 of the Implementing Rules and Regulation of the RA 10121 states that "Public awareness shall also be undertaken through the conduct of drills by the LDRRMO on a regular basis". Likewise, the National Disaster Risk Reduction and Management Plan states that one of the activities to achieve Outcome 10: "Developed and implemented comprehensive national and local preparedness and response policies, plans, and systems" is also to develop/enhance and simulate scenario-based preparedness and response plans. Furthermore, one of the policy frameworks stated in the National Disaster Preparedness Plan as embedded in the fourth priority area of the Sendai Framework for Action 2015-2030 includes the target: to promote regular disaster preparedness, response and recovery exercises".

NDRRMC Memorandum No. 06 s. 2023 allowed the resumption of the conduct of traditional or in-person Nationwide Simultaneous Earthquake Drill (NSED) beginning from the first quarter of 2023. It is therefore recommended that aside from evacuation drills, other forms of exercises may be designed and implemented based on needs assessment, to scale up the overall earthquake preparedness of your chosen sites.

In view thereof, the schedule for the CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill (NSED) and the Observance of the World Tsunami Awareness Day is hereby disseminated:

Quarter	Date/Time
1 <sup>st</sup> Quarter	March 14, 2024 / 9:00 AM
2 <sup>nd</sup> Quarter	June 13, 2024 / 2:00 PM
3 <sup>rd</sup> Quarter	September 12, 2024 / 9:00 AM
4 <sup>th</sup> Quarter	November 14, 2024 / 2:00 PM
<i>*World Tsunami Awareness Day*</i>	

Another Memorandum will be disseminated as soon as the ceremonial sites are finalized.

Active participation of DRRMCs at all levels, including the Barangay DRRMCs, as well as the National Government Agencies and other Government entities is strongly encouraged. Submission of After Activity Reports and Participation Data Reports should be submitted to [cbts.rpds@ocd.gov.ph](mailto:cbts.rpds@ocd.gov.ph) not later than 20 working days after the activity for consolidation and submission to the Chairperson, NDRRMC.

For information and guidance.

For the Chairperson, NDRRMC:



**USEC. ARIEL F NEPOMUCENO**  
Executive Director, NDRRMC and  
Administrator, OCD





**MEMORANDUM**  
No. \_\_\_\_, s. 2024

**TO :** ALL MEMBERS OF DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL LEVELS AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS

**SUBJECT:** Re-Scheduling of the First (1<sup>st</sup>) Quarter NSED 2024 and Amending for the Purpose NDRRMC Memorandum No. 013, s. 2024

NDRRMC Memorandum No. 013, s. 2024, dated 24 January 2024, provided for the schedules for the conduct of CY 2024 Quarterly Nationwide Simultaneous Earthquake Drill (NSED). Wherefore, pursuant to Section 09(i) of RA 10121, the Office of Civil Defense (OCD) is tasked to *establish Disaster Risk Reduction and Management Training Institutes in such suitable location as may be deemed appropriate to train public and private individuals, both local and national, in such subject as disaster risk reduction and management among others...*

Anent the said statutory provision, it has been part of the continuing agenda of the OCD, the NDRRMC, and of the DRRM practitioners to finally realize the establishment of the Institute. With this, in accordance with OCD Memorandum NO. 011, s. 2024, the Civil Defense Training Institute (CDTI) was reactivated and is set to be launched on **14 March 2024 (0900H)**, which will be attended by the NDRRMC member agencies, DRRM stakeholders, other partners, and the OCD Regional Offices representatives.

In view of the scheduled launching of the CDTI which coincides with the date of the First (1<sup>st</sup>) Quarter NSED, NDRRMC Memorandum No. 013, s. 2024 is **HEREBY AMENDED**. For which, the First (1<sup>st</sup>) Quarter NSED 2024 is therefore moved from 14 March 2024 (09:00 AM) to 25 March 2024 (09:00 AM).

The rest of the schedules are retained on their original dates, unless otherwise amended. Active participation of DRRMCs at all levels, including the Barangay DRRMCs, as well as the National Government Agencies and other Government entities is strongly encouraged.

Submission of After Activity Reports and Participation Data Reports should be submitted to [cbts.rpds@ocd.gov.ph](mailto:cbts.rpds@ocd.gov.ph) not later than 20 working days after the activity for consolidation and submission to the Chairperson, NDRRMC.

For information and guidance.

For the Chairperson, NDRRMC:

**USEC. ARIEL F NEPOMUCENO**  
Executive Director, NDRRMC and  
Administrator, OCD