



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

CONDUCT OF DIVISION EARTHQUAKE DRILL

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

1. Pursuant to Republic Act No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010), DepEd Order No. 21, s. 2015 (Disaster Risk Reduction and Management Coordination and Information), and in consonance with the DepEd DRRM Framework emphasizing prevention, mitigation, and resilience, all schools are hereby directed to institutionalize systematic, experiential, and context-based earthquake drill.
2. Relative to this, all schools are directed to conduct an earthquake drill on October 15, 2025. The activity for the morning session shall commence at 9:00 a.m., while the drill for the afternoon session shall begin at 3:00 p.m.
3. Furthermore, schools are enjoined to ensure the availability of hard hats and to provide proper orientation to learners and personnel on their appropriate use to uphold safety and preparedness at all times.
4. Please see enclosures for reference.
5. For information and guidance of all concerned.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated,
To be indicated in the Perpetual Index
Under the following subjects

DISASTER PREPAREDNESS RESPONSE

CPDV/DM/CONDUCT OF DIVISION EARTHQUAKE DRILL
529/ October 14, 2025

Enclosure 1

2025 SCHOOL EARTHQUAKE DRILL ASSESSMENT MONITORING TEAM

AM SHIFT: 9:00 AM

PM SHIFT: 3:00 PM

BARANGAY	ELEMENTARY SCHOOL	JUNIOR-SENIOR HIGH SCHOOL	PSDS AND EPS	SGOD
TUNASAN	TUNASAN ES VICTORIA HOMES ES	MUNTINLUPA SCIENCE HS MUNTINLUPA SCIENCE SHS	DR. MA. MYRA E. NAMIT DR. MARISSA M. ANDANZA	DR. CHRISTIAN PAUL DELA VEGA MS. CECILIA CLAUDEL
POBLACION	MUNTINLUPA ES ITAAS ELEMENTARY SCHOOL POBLACION ES	MUNTINLUPA NATIONAL HS MUNTINLUPA NATIONAL SHS POBLACION NATIONAL HS	DR. ADA TRINIDAD A. TAGLE DR. JOHN ALBERT B. COLLE MR. EDISON C. ENERLAS	MR. KING SOLIDINI J. TORRES MS. MA. THERESA S. INDAP
PUTATAN	PUTATAN ES SOLDIERS HILLS ES F. DE MESA ES	LAKEVIEW INTEGRATED SCHOOL (ES-HS)	DR. YALEDEGLER C. MALIGAYA DR. LEONAI DA GUTIERREZ	DR. ZOREN PEPITO GUBALANE MS. MA. ROMMA S. PAGADOR
BAYANAN	BAYANAN ES MAIN BAYANAN ES -UNIT I ALTERNATIVE LEARNING SYSTEM		DR. ERIC F. FUNGO	MS. IVY M. ROMANO MR. JOSEPH NILO
ALABANG	ALABANG ES FILINVEST ALABANG ES	PEDRO E. DIAZ HS	DR. MA. THERESA DELA ROSA DR. GINA U. URQUIA	MR. JEROME M. TAGAPAN MS. CHELO DG. RONGAVILLA
CUPANG	CUPANG ES-MAIN CUPANG ES-ANNEX	CUPANG SENIOR HS	DR. EVANGELINE M. AMAN DR. ARMIDA S. OBLINADA DR. MA. CARMEN D. SOLAYAO	MS. PHOEBE R. ARROYO
BULI	BULI ES	MUNTINLUPA BUSINESS HS	MS. CLARISSA C. AVILA DR. LILIOSA B. PALCE	MS. MARIPAZ M. LAVIN
SUCAT	SUCAT ES MAIN BAGONG SILANG WA SUCAT PAGKAKAISA ES - ZONE 3 SUCAT PAGKAKAISA ES- ZONE 4	MUNTINLUPA BUSINESS HS-SUCAT ANNEX SUCAT SENIOR HS	DR. JAIME G. BAUTISTA DR. JHEMSON C. ELIS DR. MENIANO D. EBORA	MR. ANDRES F. SICAM JR.



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Enclosure 2

EARTHQUAKE DRILL EVALUATION FORM

(Adapted from the Office of Civil Défense)

Title: () Quarter / NSED		Name of School:				
Place of Drill:		Name of School Head:				
Date of Drill:		Duration of Drill: _____				
Total Number of Participants:		Time started: _____				
Students: _____		Time ended: _____				
Teaching: _____						
Non-Teaching: _____						
Others: _____						
Quantitative assessment of EQ drill: Rate the following parameters with one (1) being the lowest and five (5) being the highest.						If you think that your response needs to be qualified, please fill in the column below.
PART I - GENERAL EVALUATION:	1	2	3	4	5	COMMENTS and OBSERVATIONS
1. The alarm system used was loud enough to be heard by all drill participants.						
2. The drill participants executed the "duck, cover, and hold" technique during the Alarm Phase or while the alarm system was being sounded.						
3. The drill participants waited for the alarm system to stop before evacuating.						
4. The drill participants executed the "buddy-buddy" system during the evacuation phase.						
5. The drill participants walked faster than normal during the evacuation phase.						
6. The drill participants followed their evacuation routes to the evacuation area/s.						
7. The drill participants covered their heads while evacuating the building.						
8. The participants checked for any sustained injury in the evacuation/ assembly area/s.						
9. A headcount was conducted while in the evacuation area.						
10. The participants stayed in the evacuation area until the drill was terminated.						
Evaluation of the Disaster Control Group						
11. The Incident Commander established clear leadership during the drill.						
12. The First Aid/ Medical Team immediately addressed all medical needs of the injured victims and casualties.						
13. The Search and Rescue Team was efficiently organized in responding to the incident.						
14. The Fire Safety/ Brigade Team demonstrated proper fire suppression.						
15. The Evacuation Team properly executed the evacuation procedures.						
16. The Site Security Team adequately secured the perimeter of the drill area.						
17. The Maintenance Team observed protocols to ensure the building's safety before re-entering						



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18. The Communication utilized the equipment properly during the coordination and execution of response operations.						
19. The Transportation team ensured the availability of vehicles.						
20. The Relief Team coordinated with the LGU to secure relief requirements.						
SUB-TOTAL						
GRAND TOTAL/OVERALL RATING						

RATING SCALE			
90-100 points	-	OUTSTANDING	60-69 points - FAIR
80-89 points	-	VERY SATISFACTORY	59 & below - NEEDS IMPROVEMENT
70-79 points	-	SATISFACTORY	

PART II- RECOMMENDATION/S:

Evaluator
Signature over Printed Name

Conforme: _____
Signature over Printed Name

Agency Represented : _____

Designation : _____

Landline and Mobile Numbers : _____

E-mail Address : _____