



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

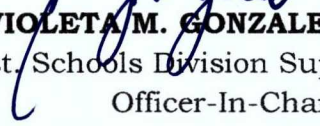
JUL 15 2026

MEMORANDUM

**INTENSIFIED EARTHQUAKE PREPAREDNESS MEASURES AND CONDUCT OF
EARTHQUAKE SAFETY ACTIVITIES**

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

1. Attached is Regional Memorandum No. 429 s. 2026, from Dr. Jocelyn DR Andaya, NCR Concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations, dated June 9, 2026, 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 activities that promote earthquake preparedness and disaster resiliency in the workplace.
3. See Annex A and B: Earthquake Drill Evaluation Form (EDEF) and DRRM Balik Eskwela School Assessment and Evaluation Teams.
4. Immediate and wide dissemination of this Memorandum is desired.


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/DM/INTENSIFIED EARTHQUAKE PREPAREDNESS MEASURES AND CONDUCT OF
EARTHQUAKE SAFETY ACTIVITIES
240 / June 15, 2026

UN-2026-240

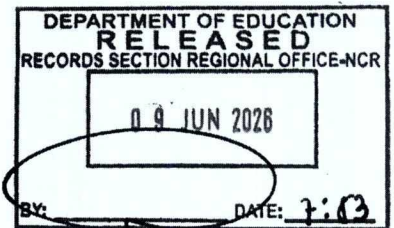


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo_muntinlupa@gmail.com / sdo_muntinlupa@deped.gov.ph
deped-muntinlupa.com

SGD
240



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 9, 2026

REGIONAL MEMORANDUM

No. 429, s. 2026

To: Schools Division Superintendents
All Others Concerned

**INTENSIFIED EARTHQUAKE PREPAREDNESS MEASURES AND CONDUCT OF
EARTHQUAKE SAFETY ACTIVITIES**

1. In light of the recent earthquake that struck Sarangani Province and recognizing the continuing seismic risks faced by the country, all Schools Division Offices (SDOs) in the National Capital Region are hereby directed to undertake heightened preparedness measures to ensure the safety, resilience and readiness of all schools and offices under their respective jurisdictions.

2. The recent seismic event underscores the importance of maintaining a high level of disaster preparedness and operational readiness in all educational institutions. As such, all Schools Division Superintendents shall ensure immediate implementation of the following measures:

1. Direct all public schools, and division offices to review, validate and update their respective Earthquake Preparedness, Response, and Contingency Plans.
2. Ensure that School Disaster Risk Reduction and Management (DRRM) Teams and Emergency Response Teams are fully organized, functional, and capable of responding to emergency situations.
3. Update emergency contact directories, communication trees and reporting protocols.
4. Conduct an immediate assessment of school buildings, classrooms, offices, and other facilities to identify potential hazards and structural vulnerabilities.
5. Coordinate with local government units, city engineering offices, and other competent authorities for technical assessment where necessary.
6. Ensure that evacuation routes, emergency exits, assembly areas, directional signages, and safety markers are visible, unobstructed, and accessible.
7. Intensify information and education campaigns on earthquake preparedness, including the proper execution of the "Duck, Cover, and Hold" procedure and evacuation protocols.
8. Conduct orientation sessions for learners, teachers, non-teaching personnel, and parents on earthquake safety and emergency preparedness.
9. Encourage schools to integrate disaster preparedness discussions into appropriate school activities and assemblies.

372



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

10. Conduct a school-based earthquake drill and ensure the participation of learners, teaching personnel, non-teaching personnel and other stakeholders, as appropriate.
 11. Activate School DRRM Teams and implement evacuation procedures, accounting protocols, emergency communication mechanisms and post-drill evaluation activities during the conduct of earthquake drills.
 12. Coordinate with local DRRM offices, fire departments, emergency responders, and other stakeholders to strengthen preparedness and response capabilities.
 13. Verify the availability and functionality of first-aid kits, medical supplies, emergency communication equipment, fire safety equipment, emergency lighting systems, and other emergency response resources.
 14. Ensure that emergency go-bags and disaster preparedness materials are readily accessible.
 15. Submit to the Regional Office through the Education Support Services Division (DRRM) a Consolidated Earthquake Preparedness Status Report upon completion of the required preparedness activities and in accordance with the reporting template to be issued by the ESSD-DRRM.
 16. Submit a Post-Earthquake Drill Report to the ESSD-DRRM following the conduct of the earthquake drill.
 17. Immediately report to the Regional Office any significant findings concerning school infrastructure, safety hazards, or operational concerns requiring urgent attention.
3. The Regional Office through the Education Support Services Division (DRRM) shall monitor compliance with this Memorandum and provide the necessary technical assistance and guidance to the Schools Division Offices. Additionally, this Office reiterates the conduct of **Quarterly National Simultaneous Earthquake Drill**.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

/essd/joan/

ANNEX A:

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: _____ Time started: _____ Time ended: _____				
Total Number of Participants:						
Students: _____						
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						
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 : _____



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

ANNEX B:

BALIK ESKWELA SCHOOL ASSESSMENT AND EVALUATION BY THE DDRM TEAM

Team A: Location (Sucat)

DDRM	ELEMENTARY	SECNOARY	SENIOR
Ericson Belda Princess Callanta Edjo De Vesa Fernan Tampil	Zone 3 and Zone 4 Sucat ES Bagong Silang ES	Muntinlupa Business High School, Sucat Annex	Sucat Senior HS

Team B: Location (Buli, Cupang, Flinvest Alabang)

DDRM	ELEMENTARY	SECNOARY	SENIOR
Andro Orapa Jojo Soriano Danilo Santileces Jose Sacopla	Buli ES Cupang ES Cupang ES Annex Flinvest Alabang ES Alabang ES	Muntinlupa Business HS Main	Cupang Senior HS

Team C: Location (Alabang, Bayanan, Putatan)

DDRM	ELEMENTARY	SECNOARY	SENIOR
Arthjay Eliseo Jay Tumbaga Jovie Dagale Jason Eulin	Bayanan Unit I ES Bayanan ES Main Lakeview Integrated School Soldier's Hills ES	Pedro E. Diaz HS Lakeview Integrated HS	Alternative Learning System (ALS)

Team D: Location (Poblacion)

DDRM	ELEMENTARY	SECNOARY	SENIOR
Noli Macalanda Emelio Jacinto Charlie Iguid Ernest Abad	Muntinlupa ES Itaas ES Poblacion ES	Poblacion National HS Muntinlupa National HS	Poblacion National HS Muntinlupa National HS

Team D: Location (Poblacion)

DDRM	ELEMENTARY	SECNOARY	SENIOR
Marlon Alanao Romm De Leon Ervin John Viacrusis Rodel Ramos	Tunasan ES Victoria Homes ES Putatan ES	Tunasan National HS Muntinlupa Science HS	Tunasan National HS Muntinlupa Science HS