



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE
RECEIVED
SEP 03 2025
662
By: [Signature] Time: 9:44

Office of the Schools Division
Superintendent

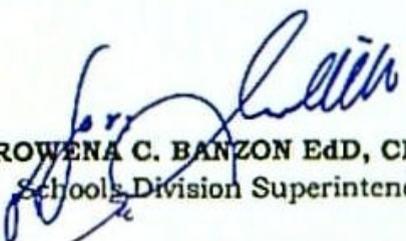
September 03, 2025

DIVISION MEMORANDUM
No.: 444, s. 2025

**CONDUCT OF THE 3rd QUARTER NATIONWIDE SIMULTANEOUS
EARTHQUAKE DRILL (NSED)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Schools District Supervisors
All Public and Private School Heads
Division Disaster Risk Reduction and Management Coordinator
All School DRRM Coordinators and Alternates
All Others Concerned

1. In reference to Division Memorandum No. 114, series 2025, titled "Conduct of the Nationwide Simultaneous Earthquake Drill (NSED)," dated March 04, 2025, it is stipulated that the 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED) is scheduled on September 11, 2025, at 4:00 PM.
2. For any queries or clarifications, contact the Division DRRM Coordinator, Ms. Elvira N. Villamor via email at elvira.villamor@deped.gov.ph.
3. For dissemination of information and strict compliance.


ROWENA C. BANZON EDD, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent
ANNEX A:

Guidelines on the Quarterly Submission of the 2025 Quarterly Nationwide Simultaneous Earthquake Drills (NSED) Report

All DepEd Regional Offices, Schools Division Offices, and schools should thoroughly follow the guidelines below:

I. Schools-Based NSED

For Schools

1. The School DRRM Coordinator shall accomplish the Monitoring and Reporting (M&R) Template (**Annex B – Template 1**), to be signed by the School Head.
2. Guidelines on the photo and video documentation are in **Annex C**.
3. The signed form with attached photo and video documentation of NSED practices and initiatives shall be submitted to the respective Division DRRM Coordinators **not later than five (5) working days, after the schedule of the quarterly NSED.**

For Schools Division Offices

1. The Division DRRM Coordinators must consolidate NSED reports and pictures from School DRRM Coordinators (**Annex B – Templates 3**).
2. Consolidated NSED reports and pictures from schools must be submitted by the Division DRRM Coordinators to the DRRMS via email drmo@deped.gov.ph **not later than fifteen (15) working days, after the schedule of the quarterly NSED.** Refer to the following table for the schedule of submission of the quarterly Division NSED report:

Date of Quarterly Conduct	Submission of Division Consolidated Report (School-Based NSED)
March 13, 2025	April 3, 2025
June 19, 2025	July 11, 2025
September 11, 2025	October 2, 2025
November 6, 2025	November 27, 2025

3. Division DRRM Coordinators are requested to submit at least **five (5) best pictures** from their divisions. Soft copies are to be attached to their report.



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent

4. Division DRRM Coordinators should use the naming convention below as subject line for emails:

1st Quarter NSED: [CY 2025 1 QNSED] Report_ <Region-Name of SDO>

2nd Quarter NSED: [CY 2025 2 QNSED] Report_ <Region-Name of SDO>

3rd Quarter NSED: [CY 2025 3 QNSED] Report_ <Region-Name of SDO>

4th Quarter NSED: [CY 2025 4 QNSED] Report_ <Region-Name of SDO>

Example: [CY 2025 1 QNSED] Report_Regon I-SDO Dagupan City

5. The cut-off time for all deadlines will be at 5:00 PM. The official number of schools participating in the NSED will be based on the consolidated NSED report signed by the Schools Division Superintendent (SDS) or authorized official from the division office to be submitted to DRRMS.

II. Office-Based NSED (Regional and Schools Division Offices)

1. All Regional Offices and Schools Division Offices are also enjoined to conduct quarterly NSED in their respective offices. The Regional/Division DRRM Coordinator shall accomplish the Monitoring and Reporting (M&R) Template (**Annex B- Template 2**), to be signed by the Regional Director/Schools Division Superintendent, respectively.
2. The Regional DRRM Coordinators must consolidate NSED reports and pictures from Schools Division Offices (**Annex B – Template 4**).
3. Consolidated NSED reports and pictures from Division Offices must be submitted by the Regional DRRM Coordinators to the DRRMS via email drmo@deped.gov.ph not later than fifteen (15) working days, after the schedule of the quarterly NSED. Refer to the following table for the schedule of submission of the quarterly Division NSED report:

Date of Quarterly Conduct	Submission of Division Consolidated Report (School-Based NSED)
March 13, 2025	April 3, 2025
June 19, 2025	July 11, 2025
September 11, 2025	October 2, 2025
November 6, 2025	November 27, 2025

4. Regional DRRM Coordinators should use the naming convention below as



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

subject line for emails:

- 1st Quarter NSED: [CY 2025 1 QNSED] Report_ <Name of Region>
- 2nd Quarter NSED: [CY 2025 2 QNSED] Report_ <Name of Region>
- 3rd Quarter NSED: [CY 2025 3 QNSED] Report_ <Name of Region>
- 4th Quarter NSED: [CY 2025 4 QNSED] Report_ <Name of Region>

Example: [CY 2025 1 QNSED] Report_Region 1

The DRRMS shall submit the national consolidated report (both School-Based and Office-Based NSED) to the Office of the Civil Defense through the Office of the Undersecretary for Operations.



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent
ANNEX C

Guidelines on the Photo and Video Documentation of Quarterly Nationwide Simultaneous Earthquake Drill

The following guidelines are set for photo and video documentation of the quarterly conduct of NSED in schools and DepEd Offices:

1. Photo and video recordings of quarterly NSED conduct may be used in information and communication materials of the Department, as requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The following scenarios must be included in the documentation of the school:
 - a. Learners, personnel, and/or parents/guardians wearing personal protective equipment such as hard hats.
 - b. Learners, personnel, and/or parents/guardians doing the Duck, Cover, and Hold.
 - c. Conduct of coordination/preparatory meeting.
4. The recommended minimum specifications are as follows:
 - a. Photo
 - i. File format : JPG or PNG
 - ii. Dimensions : 4:3 ratio or 16:9 ratio
 - iii. Orientation : Landscape
 - b. Video
 - i. File format : MP4 or MOV (with 1080p or 720p resolution)
 - ii. Dimensions : 1920px x 1080px (16:9)
 - iii. Orientation : Landscape
 - iv. Frame rate : 30fps or 60fps



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph