



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

17 FEB 2023

No. **127** S. 2023

TO: Public School District Supervisors
District DRRM Coordinators
School DRRM Coordinators

**MANDATORY UNANNOUNCED EARTHQUAKE AND
FIRE DRILLS IN SCHOOLS**

1. Attached to this Memorandum is the implementing guidelines for the DepEd Order (DO) No. 53, s. 2022, titled Mandatory Unannounced Earthquake and Fire Drills in Schools, requiring all public elementary and secondary schools to conduct unannounced earthquake and fire drills **every first and third week of every month.**
2. This also mandates the **PUBLIC SCHOOL DISTRICT SUPERVISORS** with their respective **DISTRICT DRRM COORDINATORS** to consolidate all school reports and upload to the link provided using the prescribed template attached to this memorandum.
3. Further, all reports shall be signed and scanned before uploading to the link: **https://bit.ly/unannounced_EQ_FireDrill**
4. Mapping of weeks of the month of SY 2022-2023 for the conduct of the mandatory unannounced earthquake and fire drills.

MONTH	WEEKS	DATES COVERED
January 2023	First Week	January 2 - January 6
	Third Week	January 16- January 20
February 2023	First Week	January 30 - February 3
	Third Week	February 13 -February 17
March 2023	First Week	March 6 - March 10
	Third Week	March 20- March 24



MONTH	WEEKS	DATES COVERED
April 2023	First Week	April 3 - April 7
	Third Week	April 17 - April 21
May 2023	First Week	May 1 - May 5
	Third Week	May 15 - May 19
June 2023	First Week	June 5 - June 9
	Third Week	June 19- June 23
July 2023	First week	July 3 - July 7 (last week of classes)

**based on DepEd Order 34, s. 2022*

5. District Reports shall be **uploaded** following the **schedule** below:

Conduct of Drills Period	District Report Deadline
January 2023	February 28, 2023
February 2023	March 1, 2023
March 2023	April 3, 2023
April 2023	May 2, 2023
May 2023	June 1, 2023
June 2023	July 1, 2023
July 2023	July 16, 2023

6. Attached is a copy of the Memorandum for reference.

7. This Office directs the immediate and wide dissemination of this Memorandum.



JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent






Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04- 0892

MEMORANDUM

TO : **MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION DRRM COORDINATORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **DepEd Order No. 53, s. 2022 Implementing Guidelines**

DATE : January 31, 2023

Pursuant to DepEd Order (DO) No. 53, s. 2022 titled *Mandatory Unannounced Earthquake and Fire Drills in Schools*, requiring all public elementary and secondary schools to conduct **unannounced earthquake and fire drills every first and third week of every month**, the Office of the Undersecretary for Operations (OUOPS) provides the enclosed DepEd Order No. 53, s. 2022 Implementing Guidelines.

The enclosed Implementing Guidelines are based on the agreements made during the coordination meeting with the regional DRRM Coordinators on the implementation of DO 53, s. 2022 held last January 11, 2023 via Zoom conference call. Further, the regional DRRM Coordinators shall cascade and provide guidance to the division DRRM Coordinators on the implementation of DO 53, s. 2022.

For queries and concerns, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph.

For information and appropriate action.

(Enclosure No. 1)

**Implementing Guidelines of the DepEd Order No. 53, s. 2022 or the
Mandatory Unannounced Earthquake and Fire Drills in Schools**

I. Schedule of the Mandatory Unannounced Earthquake and Fire Drills

The mandatory unannounced earthquake and fire drills shall be conducted twice monthly, during the first and third week of each month. The conduct of the drill shall take no more than one (1) hour to ensure the minimal disruption of classes. Kindly refer to the following table for mapping of the first and third weeks of the month for CY 2023:

Table A. Mapping of weeks of the month of SY 2022 - 2023 for the conduct of the mandatory unannounced earthquake and fire drills

Month	Weeks	Dates Covered
January 2023	First Week	January 2 - January 6
	Third Week	January 16 - January 20
February 2023	First Week	January 30 - February 3
	Third Week	February 13 -February 17
March 2023	First Week	March 6 - March 10
	Third Week	March 20 - March 24
April 2023	First Week	April 3 - April 7
	Third Week	April 17 - April 21
May 2023	First Week	May 1 - May 5
	Third Week	May 15 - May 19
June 2023	First Week	June 5 - June 9
	Third Week	June 19 - June 23
July 2023	First Week	July 3 - July 7 (last week of classes)

**based on DepEd Order 34, s. 2022*

The School Heads, with their respective school DRRM teams, shall determine the specific days that their school shall conduct the drills. The proposed schedule of the drills shall be communicated to the Schools Division Offices through the school DRRM coordinator.

The said drills under DepEd Order 53, s. 2022 shall be implemented separately from the quarterly Nationwide Simultaneous Earthquake Drill (NSED). The drills shall be conducted on a different day that the NSED is carried out.

For cases where there is conflict with the schedules of equally important school activities, such as but not limited to, quarterly examinations and the National Achievement test, the Schools Division Office shall determine the next best available schedule for the conduct of the drills and shall communicate these changes to their respective Regional Office. The Regional Offices shall communicate these changes to the DRRMS.

II. Involved Personnel and Stakeholders

The Regional Directors and the Schools Division Superintendents shall ensure that their respective DRRM coordinators receive the required assistance from the other concerned divisions and units of their office.

The School Heads, with their school DRRM team shall enjoin the Parent-Teacher Association (PTA) of their schools pursuant to Section 9 - *Duties and Responsibilities of PTA Members* of DepEd Order 13, s. 2022 titled *Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations* to provide support to the school in the planning and conduct of the drills as stipulated by DO 53, s. 2022.

III. Special Considerations

For schools located near coastlines and flood prone areas, the drills shall not require the learners and school personnel to evacuate to the mainland or higher ground.

For schools located in highly dense urban areas, the drills shall not require learners and school personnel to evacuate to predetermined evacuation sites which are far away from school premises.

IV. Administrative Guidelines

The Schools Division Offices are advised to refer to their respective Earthquake and Fire Contingency Plans with respect to the involvement of their local governments (city, municipality, barangay) and local partners, such as but not limited to, the Bureau of Fire Protection and non-government organizations to ensure the successful and well-coordinated implementation of DepEd Order 53, s. 2022.

The School Heads are instructed to conduct formal briefings of their teaching and non-teaching personnel, as well as their parent-teacher associations, regarding the schedule and implementation of the drills.

Due to the nature of the drills being unannounced, the schools are advised to revisit their Earthquake and Fire Contingency Plans to ensure that unnecessary panic and untoward incidents are avoided and/or managed, and that there are zero casualties and injuries caused by these drills.

V. Monitoring

All schools, schools division offices, and regional offices shall strictly follow the guidelines below.

Attached are the following monitoring templates:

- i) **Report on the Conduct of Unannounced Earthquake and Fire Drill – School-level Monitoring Template**
- ii) **Division Consolidated Report on the Conduct of Unannounced Earthquake and Fire Drill – Division-level Monitoring Template**
- iii) **Regional Consolidated Report on The Conduct of Unannounced Earthquake and Fire Drill – Regional-level Monitoring Template**

Report Consolidation and Submission Schedule

1. The School DRRM Coordinator shall accomplish the School Level Monitoring Template after every conduct of the drills and submit the accomplished template **no later than the Tuesday of the second week** (for the first week of the month drills) and **the Tuesday of the fourth week** (for the third week of the month drills) **of the month** to their Division DRRM Coordinator. For drill weeks that are rescheduled to a different week, the deadline will be adjusted to the Tuesday of the following week.
2. The Division DRRM Coordinator shall consolidate the school-level reports using the Division-level Monitoring Template and shall submit to the regional office through the Regional DRRM Coordinator **no later than three (3) working days after the school level report submission deadline.**
3. The Regional DRRM Coordinator shall consolidate the division-level reports using the Regional-level Monitoring Template and shall submit to the DRRMS via email at drmo@deped.gov.ph . Kindly refer to the following table for the schedule of the monthly regional consolidated report submissions:

Conduct of Drills Period	Regional Consolidated Report Deadline
January 2023	February 10, 2023
February 2023	March 3, 2023
March 2023	April 7, 2023
April 2023	May 5, 2023
May 2023	June 2, 2023
June 2023	July 7 2023
July 2023	July 18, 2023

4. The DRRMS shall submit the national consolidated report to the Office of the Secretary through the Office of the Undersecretary for Operations.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REPORT ON THE CONDUCT OF UNANNOUNCED
EARTHQUAKE AND FIRE DRILL
 (DepEd Order No. 53, s. 2022)



DATE CONDUCTED: _____
TIME STARTED: _____
TIME ENDED: _____

REGION	
DIVISION	
NAME OF SCHOOL	

Pre-Drill	Yes	No
With available Go Bags?		
With updated preparedness, evacuation, and response plans?		
With updated contingency plan?		
With available early warning system?		
With available emergency and rescue equipment?		
With available First Aid Kits?		
With available communication equipment (internet, cellphone, two-way radio, etc.)?		
With sufficient space in school/classrooms to conduct the "Duck, Cover, and Hold"		
Conducted coordination/preparatory meeting with LDRRMO/BDRRMCs?		
Conducted an orientation to learners and school personnel on earthquake preparedness measures and the conduct of earthquake and fire drills?		
Conducted an orientation to parents on earthquake preparedness measures and the conduct of earthquake and fire drills?		
Learners have accomplished the Family Earthquake Preparedness Homework?		
Conducted alternative activities and/or Information, Education and Communication (IEC) campaigns on earthquake preparedness and fire prevention?		

Additional Remarks

Actual Drill	Yes	No
Conducted "DUCK, COVER, and HOLD"?		
Conducted evacuation drill?		

Additional Remarks

No. of Personnel	Male	Female	Total
No. of Teaching Personnel			
No. of Non-Teaching Personnel			
<i>Grand Total</i>			
No. of Learners	Male	Female	Total
No. of Learners			
No. of IP Learners			
No. of Muslim Learners			

No. of Learners with Disability		
<i>Grand Total</i>		
Post-Drill	Yes	No
Conduct of post-activity exercises tabletop and functional exercises		
Additional Remarks		
Common issues and concerns encountered during the actual conduct of drill		
1		
2		
3		
4		
5 [Add additional item/s when necessary]		

Prepared by:

Noted by:

[School DRRM Coordinator]

Date:

[School Head]

Date:

