



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
DATE: 7 FEB 2023
TIME: 1:20

February 6, 20232

DIVISION MEMORANDUM
OSDS-SGOD-DM- 050 s. 2023 ✓

**GUIDELINES IN THE IMPLEMENTATION OF DO 53 S. 2022 KNOWN AS
MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILL IN SCHOOLS**

To : Office of the ASDS
Chiefs, CID and SGOD
All Public Schools District Supervisors
All School Heads of Secondary and Elementary Schools
All School DRRM Coordinators
All Others Concerned

1. In line with **DepEd Order No. 53, s. 2022** titled "Mandatory Unannounced Earthquake and Fire Drills in Schools," all public schools are required to conduct unannounced earthquake and fire drills every first and third week of every month.
2. To provide the field with guidance in the implementation of this program, attached is **OUOPS Memorandum 2023-04-0892 | Deped Order No. 53 s. 2023 Implementing Guidelines** for your reference.
3. School Implementation report shall be submitted at the **SGOD Office** thru the **Division DRRM Focal Person**. The School DRRM Coordinators shall also fill out this google form link bit.ly/DO53S2022Template on the dates stated in the attached annexes.
4. For strict implementation and dissemination.

By authority of the schools Division Superintendent

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

**SCHEDULE OF SUBMISSION OF REPORTS FOR THE UNANNOUNCED
EARTHQUAKE AND FIRE DRILL IN SCHOOLS**

Months	Week of Implementation	Date of Report Submission
January	First Week	Not later than January 10, 2023
	Third Week	Not later than January 24, 2023
February	First Week	Not later than February 7, 2023
	Third Week	Not later than February 21, 2023
March	First Week	Not later than March 7, 2023
	Third Week	Not later than March 21, 2023
April	First Week	Not later than April 11, 2023
	Third Week	Not later than April 25, 2023
May	First Week	Not later than May 9, 2023
	Third Week	Not later than May 23, 2023
June	First Week	Not later than June 13, 2023
	Third Week	Not later than June 27, 2023
July	First Week	Not later than July 11, 2023
	Third Week	Not later than July 25, 2023



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.deped-rovcatanduanes.com
DepEd Tayo – Region V - Catanduanes



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES



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		
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,		
With sufficient space in school/classrooms to conduct		
Conducted coordination/preparatory meeting with		
Conducted an orientation to learners and school		
Conducted an orientation to parents on earthquake		
Learners have accomplished the Family Earthquake		
Conducted alternative activities and/or Information,		

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		

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: _____



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 enjoy 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.