



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

17 November 2021

**REGIONAL MEMORANDUM**

No. **555-2021**

**INSTRUCTIONAL VIDEO ON “HOW TO CONDUCT AN EARTHQUAKE DRILL”  
 and “HOW TO CONDUCT A FIRE DRILL” CONTEST**

TO: Schools Division Superintendents  
 Heads, Public and Private Elementary and Secondary Schools

1. In line with the department’s preparedness program, the DepEd-CAR Regional Office through the ESSD shall conduct a video making contest on “How to conduct an Earthquake Drill” and “How to conduct a Fire Drill” in the school setting.
2. The contest aims to provide teachers and learners resource materials on how to properly conduct and assess drills and what to do before, during and after earthquakes and fire incidents.
3. The contest is open to teachers and non-teaching personnel in the elementary and secondary schools. Attached are the mechanics and guidelines for the contest for reference.
4. Cash Prizes shall be awarded for the Best video on How to “Conduct an Earthquake Drill” and “How to conduct a Fire Drill”.
5. Deadline of submission is on or before December 10, 2021. Entries shall be sent to the Education Support Services Division, DepEd-CAR Regional Office, Attention: DRRM Focal Person. For more information, please contact the DRRM Focal Person, ESSD, DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet.

6. **For information and dissemination**

To: School Administrators, Principals & Teachers In-Charge  
 (Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

*[Signature]*

FEDERICO P. MARTIN, EdD, CEEd, CESO V  
 ESSD/EHM/epm Schools Division Superintendent

*[Signature]*  
**ESTELA L. CARIÑO EdD, CESO III**  
 Director IV/Regional Director



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**MECHANICS ON INSTRUCTIONAL VIDEO ON HOW TO CONDUCT AN EARTHQUAKE DRILL AND FIRE DRILL CONTEST**

1. DepEd-CAR Teachers and non-teaching personnel are qualified to join the contest
2. Participants may submit one entry for each contest.
3. All entries must be submitted either in English or Filipino.
4. The length of the video should not exceed 5 minutes.
5. All entries should Start with a 5 second full-screen "title screen" that includes the following information:
  - Contestant/s's Name
  - School name
  - School Address
  - Title of video
  - Total running time
6. All information presented in the video must be cited, giving credit to the original source. Plagiarism of any kind will result in disqualification.

7. Prizes shall be given as follows:

<b>Contest</b>	<b>How To Conduct an Earthquake Drill</b>	<b>How To Conduct a Fire Drill</b>
First Place	PhP 4,500.00	PhP 4,500.00
Second Place	PhP 3,000.00	PhP 3,000.00
Third Place	PhP 2,000.00	PhP 2,000.00

8. All Entries must be **emailed to [essd.depedcar@gmail.com](mailto:essd.depedcar@gmail.com)**. Deadline for submission is **5:00 pm of December 10, 2021**. Winners will be through a memorandum not later than December 17, 2021.
9. No copyrighted materials (music, images, video clips, etc.) may be used for this contest unless you own the copyright or have a license to use the material for this contest. Written permission must be obtained and provided upon request for all copyrighted materials.
10. All portions of the online entry form must be completed when you upload your video for it to be eligible.
11. The judges' decision is final. Entries will be judged by topic, with winners in each of the two areas. Criteria for judging is as follows:

Content Quality	-	35%
Creativity	-	35%
Originality	-	30
12. Winning videos shall be considered the property of the Department of Education-CAR.