



DEPED DIVISION OFFICE
BAGUIO CITY

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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Schools Division
Superintendent

21 February 2023

DIVISION MEMORANDUM

No. 071, s. 2022

**REITERATION OF DEPED ORDER 53, s. 2022
IMPLEMENTING GUIDELINES**

To : All Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Public Schoolheads
School DRRM Coordinators
Others Concerned

1. Pursuant to DepEd Order 53, s. 2022 titled Mandatory Unannounced Earthquake and Fire Drill 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 released the Implementing Guidelines of the said DepEd Order.
2. 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**.
3. To ensure schools' compliance to the said activity, School DRRM Coordinators are required to submit their reports through this link: **tinyurl.com/BAGUIODRILLS2023**
4. For the detailed instructions, attached to this memorandum is a copy of the implementing guidelines released by the Disaster Risk Reduction and Management Services (DRRMS).
5. Immediate dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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(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 drrmo@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.