



Annex A

Guidelines on the Submission of the 2022 4th Quarter Nationwide Simultaneous Earthquake Drill (NSED) Reports

All schools, schools division and regional offices, as well as the Central Office should thoroughly follow the guidelines below. Non-compliance is tantamount to the non-acceptance of said reports.

3rd Quarter NSED Google Forms:

1. The DepEd Central Office shall fill out the google link for the bureaus, services, and offices: <https://bit.ly/Central3Q>
2. The School DRRM Coordinators shall fill out a google form link which is clustered into three (3), namely for schools in:
 - a. Luzon <https://bit.ly/LuzonSchools3Q>
 - b. Visayas <https://bit.ly/VisayasSchools3Q>
 - c. Mindanao <https://bit.ly/MindanaoSchools3Q>
3. The Region and Division DRRM Coordinators shall also fill out a google form link specific for their respective offices:
 - a. Division <https://bit.ly/Division3Q>
 - b. Region <https://bit.ly/Region3Q>
4. The School, Division, and Region DRRM Coordinators shall accomplish the google form **not later than five (5) working days after quarterly NSED**.
5. In case that schools are not able to access or fill out the Google Form due to internet connectivity issues, they may opt to use the attached reporting template (**Annex B. School Reporting Template**) and submit a copy through email to the respective Division DRRM Coordinator **not later than ten (10) working days after the quarterly NSED**.

Consolidation of Reports

1. The DRRMS will provide the regions and divisions daily updates of the NSED report submission after quarterly NSED.
2. The DRRMS will provide the regions and divisions the final consolidated report **ten (10) working days after quarterly NSED** and shall be vetted by the Division DRRM coordinators.
3. The Division DRRM coordinators shall vet the final consolidated report. Should they find schools not included, kindly add and have the file be signed by the Schools Division Superintendent (SDS), and submit to respective Regional DRRM Coordinators copy furnish respective SDS not later than **thirteen (13) working days after quarterly NSED**.
4. The Regional DRRM coordinators must consolidate NSED reports from Division DRRM coordinators and send to the DRRMS via email drrmo@deped.gov.ph copy furnish respective Regional Directors not later than **sixteen (16) working days, after quarterly NSED**.
5. The official number of schools that participated in NSED will be based on the final consolidated NSED report signed by the Regional Director or authorized official from the regional office to be submitted to DRRMS.