



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. **674** s. 2025

13 OCT 2025

**REITERATION OF EARTHQUAKE PREPAREDNESS AND  
RESPONSE PROTOCOLS TO ALL DEPED SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum DM-OUOPS-2025-06294, titled "Reiteration of Earthquake Preparedness and Response Protocols to All DepEd Schools."
2. The said Memorandum emphasized the continued observance of established earthquake preparedness and response protocols to ensure the safety of learners, personnel and school facilities.
3. All school heads and School DRRM Coordinators are directed to disseminate the contents of the attached memorandum to all teaching and non-teaching personnel and ensure strict adherence to the prescribed protocols.
4. For further details, all concerned are directed to refer to the full text of Memorandum DM-OUOPS-2025-06294.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: Memorandum DM-OUOPS-2025-06294  
To be included in the Perpetual Index  
under the following subject:

PROCEDURE POLICY  
SAFETY EDUCATION

RAG/DRRM\_DMOUOPS202506294  
2516235/October 10, 2025



2516235

Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM  
DM-OUOPS-2025-06294

**TO :** REGIONAL DIRECTORS  
SCHOOL DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION DRM COORDINATORS  
PUBLIC AND PRIVATE SCHOOL HEADS  
SCHOOL DRM COORDINATORS

**FROM :** MALCOLM S. GARMA  
Undersecretary for Governance and Operations *from*

**SUBJECT :** REITERATION OF EARTHQUAKE PREPAREDNESS AND RESPONSE PROTOCOLS TO ALL DEPED SCHOOLS

**DATE :** OCTOBER 10, 2025



**I. BACKGROUND**

The Philippine Institute of Volcanology and Seismology (PHIVOLCS) has reported sporadic occurrences of ground shaking in various parts of the country. Notably, the 6.9-magnitude earthquake that struck Bogo City, Cebu affected more than 50,000 learners and over 1,400 teaching and non-teaching personnel.

While most recent tremors in other regions have been of minor intensity, these events emphasize the importance of heightened vigilance, preparedness, and strict observance of safety protocols to ensure the protection of learners, personnel, and education facilities.

The Office of the Undersecretary for Governance and Operations (OUGOPS), through the Disaster Risk Reduction and Management Service (DRRMS) hereby issues this Memorandum to reiterate that earthquake preparedness must remain a continuing institutional priority under the Comprehensive School Safety Framework (CSSF) and the DepEd DRRM Framework and must be observed in all offices and schools nationwide.

**II. PURPOSE**

This Memorandum aims to reiterate established national and Department protocols on earthquake preparedness, response, and post-event actions to ensure coordinated, informed, and life-saving measures across all governance levels within the basic education sector.

**III. LEGAL AND POLICY REFERENCES**

This issuance is guided by the following national and institutional instruments:

1. Republic Act No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 3



2. DepEd Order No. 37, s. 2015 (The Comprehensive DRRM in Basic Education Framework)
3. NDRRMC Memorandum Circular No. 04, s. 2021, Guidelines on the Conduct of the NSED
4. PHIVOLCS Earthquake Preparedness Guide (2023 Edition) and Ready.gov.ph advisories.

#### IV. REITERATION OF KEY PROTOCOLS

All DepEd offices, schools, and learning facilities are enjoined to observe the following standard earthquake response measures at all times:

##### A. Pre-Earthquake

1. Prepare and regularly update the School Earthquake Evacuation Plan and designate safe evacuation areas.
2. Participate in the Quarterly Nationwide Simultaneous Earthquake Drill (NSED).
3. Secure heavy furniture and cabinets to walls to prevent toppling.
4. Check the stability of hanging objects such as ceiling fans, lighting fixtures, and wall displays.
5. Store breakable, hazardous, and flammable materials in secured low-level shelves.
6. Familiarize staff and learners with the locations and proper use of fire extinguishers, first aid kits, alarms, and communication devices.
7. Provide helmets or improvised head protection stored under chairs or desks for quick access.

##### B. During the Earthquake

*When strong shaking starts:*

1. Immediately perform the “Duck, Cover, and Hold” procedure.
2. Move away from glass windows, cabinets, or unsecured objects.
3. Stay calm and remain in position until the shaking stops—do not run outside.
4. If outdoors, move to an open area away from trees, buildings, or power lines.

*Once shaking stops:*

1. Teachers shall guide learners to evacuate calmly and in single file following designated routes.
2. Proceed to the designated open evacuation area for headcount and monitoring.
3. Avoid panic, running, or shouting during evacuation.

##### C. Post-Earthquake

1. Conduct an immediate headcount and accountability check of all learners and personnel.
2. Check for injuries and administer first aid as necessary.
3. Do not re-enter damaged structures until inspected and cleared by authorities.
4. Avoid using telephones except for emergency communication.
5. Stay tuned to official PHIVOLCS, NDRRMC, and DRRMS updates via radio or verified channels.
6. Allow learners to leave only when fetched by authorized guardians or upon official instruction.

#### V. REPORTING AND COORDINATION

All incidents of earthquake impact, including physical damages and casualties, shall be reported by schools using the Information Management and Reporting System (IMRS)

within 24 hours of the event for monitoring, coordination, and immediate facilitation of response augmentation to affected schools.

## VI. EFFECTIVITY

This Memorandum shall take effect immediately upon its issuance.

For more information, queries, or concerns, please contact DRRMS at telephone numbers (02) 8637-4933 or (02) 8635-3764, or through email at [drms@deped.gov.ph](mailto:drms@deped.gov.ph).

For immediate dissemination and strict compliance.