



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



20 October 2025

Regional Memorandum

No. 780 s. 2025

**STRENGTHENING EARTHQUAKE PREPAREDNESS AND
EMERGENCY RESPONSE IN SCHOOLS**

To **Schools Division Superintendents**

1. Relative to DepEd Memorandum DM-OUOPS-2025-06294¹, Republic Act No. 10121², and in the recent occurrences of ground shaking in the various parts of the country, this Office, through the Education Support Services Division, urges the Division Offices to practice and implement emergency response protocols for schools before, during, and after an earthquake.
2. The safety and well-being of our learners and personnel remain our highest priority. In view of this, all Division Offices and schools are directed to adopt and consistently observe the following **Earthquake Emergency Protocols Before, During, and After** the occurrence of an earthquake:

A. Before Earthquake

- 1) Prepare Go Bag (*please see enclosure 1 for the suggested items in the go bag*).
- 2) Prepare and regularly update the school evacuation plan, and designate a safe evacuation area.
- 3) Participate in the Quarterly Nationwide Simultaneous Earthquake Drill (NSED).
- 4) Ensure that heavy and hanging objects are securely and safely installed.
- 5) Place fragile, hazardous, and flammable materials on safe and low shelves.
- 6) Familiarize teachers and learners with the location and proper use of fire extinguishers, first aid kits, alarms, and communication equipment.
- 7) Prepare helmets or improvised head protection under chairs or tables for quick access.

B. During Earthquake

When the ground starts shaking:

- 1) Stay away from glass windows, cabinets, and heavy objects that may fall.
- 2) Immediately shout "Duck, Cover, and Hold."

¹ Reiteration of Earthquake Preparedness and Response Protocols to All DepEd Schools

² Philippine Disaster Risk Reduction and Management Act of 2010



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- 3) Stay in position and do not move until the shaking stops.
- 4) If outdoors, go to a wide and open area. Stay away from trees, buildings, or power lines.
- 5) Teachers shall guide learners to calmly and orderly evacuate toward the assembly/evacuation area.
- 6) Conduct a headcount and monitoring at the designated assembly/evacuation area.
- 7) Stay calm. Avoid panic, running, and shouting while evacuating.

C. After an Earthquake

- 1) Immediately conduct a headcount of all learners and personnel.
 - 2) Check for injuries and provide first aid if necessary.
 - 3) Do not enter damaged structures unless they have been inspected and cleared by authorities.
 - 4) Avoid using telephones unless for emergency purposes.
 - 5) Listen to official announcements from PHIVOLCS, NDRRMC, and DRRMS via radio or official channels.
 - 6) Allow learners to leave only if fetched by an authorized guardian or upon official instruction.
3. All incidents related to the earthquake, including physical damages and any injured or deceased individuals, must be reported by schools through the Information Management and Reporting System (IMRS) within **24 hours** after the incident for immediate monitoring, coordination, and response to affected schools.
 4. All Schools Division Offices are enjoined to closely monitor compliance and provide technical assistance to schools where necessary. A proactive and compassionate approach in emergency situations not only saves lives but also fosters a culture of preparedness and resilience among our learners.
 5. For inquiries, contact Ramil G. Ginete, PDO IV of the Education Support Services Division at (02) 8682-2114 loc 430 or email essd.calabarzon@deped.gov.ph.
 6. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosure 1 : WHAT IS A GO BAG?

A Go Bag is a ready-to-grab emergency kit containing essential survival items that learners and personnel can easily carry during evacuation. It is intended to provide immediate safety and basic needs within the first few hours following an emergency such as an earthquake or fire. Go Bags should be accessible in classrooms or offices for quick retrieval.

Suggested Items for the GO BAG:**1. Basic Survival Essentials**

- Bottled water (at least 500ml–1L)
- Ready-to-eat food (biscuits, energy bars, candies)
- Whistle (for calling attention)
- Flashlight (preferably with extra batteries or rechargeable)

2. Personal Protection & First Aid

- Face masks
- Alcohol or hand sanitizer
- Small first aid kit (band-aids, gauze, antiseptic wipes, medicine if needed)
- Multi-purpose tool or small scissors

3. Identification & Emergency Info

- Copy of ID or student profile (name, contact number, guardian info)
- Emergency contact card

4. Clothing & Hygiene

- Extra shirt or lightweight clothing
- Raincoat or poncho
- Wet wipes or tissue

5. Optional (for teachers/staff or group kit)

- Portable phone power bank
- Small rope or paracord
- Notebook and pen
- Pocket radio (battery-operated)



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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MEMORANDUM

DM-OUOPS-2025-06294

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

FROM :  MALCOLM S. GARMA
Undersecretary for Governance and Operations

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)



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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.

For immediate dissemination and strict compliance.



Republic of the Philippines
Department of Education

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