



Republic of the Philippines  
Department of Education  
Region V- Bicol

**SCHOOLS DIVISION OFFICE OF LIGAO CITY**



Office of the Schools Division Superintendent

62526316

June 25, 2026

**DIVISION MEMORANDUM**

No. **0223** s. 2026

**SUBMISSION OF REPORTS ON THE CONDUCT OF THE 2026 2<sup>ND</sup> QUARTER  
SIMULTANEOUS EARTHQUAKE DRILL (NSED) THROUGH THE DIVISION  
ONLINE REPORTING SYSTEM**

To: **Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned**

1. Pursuant to the directives of the National Disaster Risk Reduction and Management Council (NDRRMC) and the Department of Education on the conduct of the Quarterly Nationwide Simultaneous Earthquake Drill (QNSD), all public elementary and secondary schools in the Schools Division Office of Ligao City are hereby directed to submit their reports on the conduct of the **2026 Second Quarter Nationwide Simultaneous Earthquake Drill (QNSD)** through the Division Online Reporting System.

2. To facilitate the efficient consolidation, validation, and submission of reports to higher offices, all School Disaster Risk Reduction and Management (DRRM) Coordinators shall accomplish the official Google Form through the link provided below:

**Google Form Link:**

[<https://tinyurl.com/2026-2ndQNSD>]

3. The online reporting form is anchored on **Annex B (Report on the Conduct of the Quarterly Nationwide Simultaneous Earthquake Drill)** and shall serve as the official platform for the Division-level consolidation of QNSD reports.

4. School DRRM Coordinators shall ensure that all information encoded in the online reporting form is accurate, complete, and consistent with the accomplished monitoring and reporting template of the school.

5. In compliance with the prescribed reporting guidelines, all schools shall:

- Accomplish the Monitoring and Reporting Template (Annex B) and submit the **hard** copy to the Division Office, c/o the Division DRRM Focal Person.
- Secure the signature of the School DRRM Coordinator and School Head on the accomplished report;
- Prepare photo and video documentation following the prescribed documentation standards;
- Retain copies of all supporting documents for reference, and validation, and purposes.

6. All schools shall submit their online reports on or before June 29, 2026, in accordance with the prescribed reporting timeline following the conduct of the 2026 Second Quarter QNSD.

7. The Division DRRM Coordinator shall consolidate all submitted reports and prepare the Division QNSED Consolidated Report for submission to the Regional Office within the prescribed period.
8. For information, guidance, and compliance.

**BY THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT**

  
**MELCHIZEDEK C. TONGCO**  
**Officer-in-Charge**

Office of the Schools Division Superintendent