



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- D/6

To : All Teachers and Personnel
Subject : IMPLEMENTATION OF STORAGE LIMITS FOR DEPED GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS
Date : January 12, 2023

Attached is the Regional Memorandum dated January 10, 2024 and DepEd Memorandum OUA-OUT-010524-11-1 regarding the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.

Effective January 15, 2024, the Department of Education will implement storage allocations for Google Workspace for Education accounts. The storage limits are as follows:

- A. Employees, offices, and schools: 100 Gigabytes (GB)**
- B. Learners: 20 Gigabytes (GB)**

Exceeding the storage limit may result in account limitations such as being unable to upload new files, modify existing files, and back up photos or videos.

Please be reminded that Google Workspace for Education access is provided in the interest of education and public service. The storage of personal files, copyrighted materials, or content unrelated to government business is strictly prohibited. Users are directed to delete unnecessary files and stay within the storage limits. Failure to comply with this policy may result in disciplinary action.

For more information, please refer to the attached Memorandum, and for any questions you may ask the Division Information Technology Officer.

Immediate dissemination of and strict compliance with this memorandum is directed.

Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: JAN 17 2024 TIME: 2:30 PM
BY: [Signature]

[Signature]
MELANIE P. ESTACIO
OIC – Schools Division Superintendent





Republic of the Philippines
Department of Education
DAVAO REGION

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3:46
11 JAN 2024
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Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2024-004

To : Schools Division Superintendents

Subject: IMPLEMENTATION OF STORAGE LIMITS FOR DEPED
GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS

Date : January 10, 2024

Attached is Memorandum OUA-OUT-010524-11-1 from Nolasco A. Mempin, Undersecretary for Administration dated January 5, 2024, on the implementation of storage limits for DepEd Google Workspace for education accounts.

Immediate dissemination and appropriate action of this memorandum is desired.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.
ORD/ICTU1/pch

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
By: W 26995
Date: 1-11-24 Time: 3:20



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

MEMORANDUM
OUA-OUT-010524-11-1

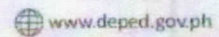
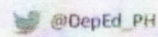
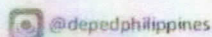
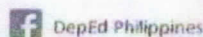
TO : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PRINCIPALS/SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
NOLASCO A. MEMPIN
Undersecretary for Administration

SUBJECT : IMPLEMENTATION OF STORAGE LIMITS FOR DEPED
GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS

1. Effective **January 15, 2024**, the Department of Education (DepEd) will implement storage allocations for Google Workspace for Education accounts. This is in line with the new policies from Google and aims to optimize resource utilization while ensuring continued workflows.
2. The storage limits are as follows:
 - a. Employees, offices, and schools: **100 Gigabytes (GB)**
 - b. Learners: **20 Gigabytes (GB)**
3. Exceeding the storage limit may result in account limitations such as being unable to upload new files, modify existing files, and back up photos or videos.
4. Please be reminded that Google Workspace for Education access is provided in the interest of education and public service. The storage of personal files, copyrighted materials, or content unrelated to government business is strictly prohibited. Users are directed to delete unnecessary files and stay within the storage limits. Failure to comply with this policy may result in disciplinary action.
5. The Information and Communications Technology Service (ICTS) and the Information Technology Officers of the Regions and Divisions shall monitor the consumption of their respective users and ensure compliance to the above-mentioned policy.

Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-1780; Email: useforadministration@deped.gov.ph



6. The ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit, after due process.

7. Users can monitor the current storage usage and individual files thru Google Workspace storage settings:

<https://drive.google.com/settings/storage>

8. Downloading files prior to January 15 is encouraged to ensure smooth compliance with storage limits. Users may download their files using this link:

<https://takeout.google.com/>

9. For any questions or assistance regarding the storage allocation policy, please contact:

- a. Central Office personnel may contact the ICTS - User Support Division;
- b. Regional Office personnel may contact their respective Information and Communications Technology Unit; and
- c. Schools Division Office and school personnel may contact their respective Division Information Technology Officers

10. Immediate dissemination of and strict compliance to this memorandum is directed.