



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 136

To : All Teachers and Personnel

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

Date : March 12, 2023

Attached is the Regional Memorandum ORD-2024-046 and DepEd Memorandum OUA-OUT-022924-I1-1 regarding the Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.

As mentioned in the previous OUA memorandum dated January 5, 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)**

To date, several users have not complied with the reduction of their Google Drive Storage which result in the excess of Department's storage quota. As a result, users may be unable to upload new files and modify existing files.

To restore the full capabilities of Google Workspace, ICTS will be enforcing the right to delete unnecessary files.

Users may download their files using this link to move their files to any storage available:

<https://takeout.google.com>

For more information, please refer to the attached memorandum.

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

Melanie P. Estacio
MELANIE P. ESTACIO
OIC – Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
24-118918
DATE: MAR 14 2024 TIME: 3:17
BY: *[Signature]*





Republic of the Philippines
Department of Education
 DAVAO REGION

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Office of the Regional Director

REGIONAL MEMORANDUM
 ORD-2024-046

TO : Schools Division Superintendents
 Functional Division Chiefs

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

DATE : March 12, 2024

Attached is Memorandum OUA-OUT-022924-11-1 from Nolasco A. Mempin, Undersecretary for Administration, dated February 29, 2024, on the **Reiteration of the Implementation of Storage Limits for DepEd Google Workspace and Education Accounts**, which is self-explanatory.

Immediate dissemination and strict compliance of this Memorandum is desired.

ALLAN G. FARRAZO
 Director IV

Enclosed as stated.
 ORD/ICT2/jcu

RECORDS RELEASE

By: [Signature]
 Date: MARCH 13, 2024
 28619



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

29 February 2024

MEMORANDUM

OUA-OUT-022924-11-1

TO : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

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

This is to reinforce the memorandum OUA-OUT-010524-11-1 with the subject "Implementation of the storage limits for DepEd Google Workspace for Education accounts" dated 5 January 2024.

As mentioned in the previous memorandum, the storage limit are as follows:

- a. Employees, offices, and Schools: **100 Gigabytes (GB);** and
- b. Learners: **20 Gigabytes (GB)**

To date, a number of users have not complied with the reduction of their Google Drive storage which results in the excess of the Department's storage quota. As a result, starting March 8, 2024, users may be unable to upload new files and modify existing files.

To restore the full capabilities of the Google Workspace, the Information and Communications Technology Service (ICTS) will be enforcing the following provision:

"ITEM 6. The ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit."

Prior to the deletion of files, the ICTS will send email notifications to users exceeding the storage limits starting March 8, 2024. Failure to comply with the storage limit

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will result in the removal of Google Drive contents and Google Photos as indicated in the previous memorandum.

To ensure that files will not be removed, users must stay within the prescribed storage limit. All users are 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.

Users may download their files using this link to move their files to any storage available:

<https://takeout.google.com>

For any questions or assistance regarding the storage allocation policy, please contact any of the following:

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