



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 157, s. 2024

TO: All Education Program Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads/Principals
All Division Personnel
This Division

FROM: **DANNY B. CORDOVA**
Schools Division Superintendent

Date: March 11, 2024

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

We would like to bring to your attention the recent memorandum, OUA-OUT-010524-11-1, regarding the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.

According to the memorandum, effective immediately, the storage limit for employees, offices, and schools on the DepEd Google Workspace for Education Accounts is set at 100 Gigabytes. It is imperative that all personnel strictly adhere to this limit to ensure efficient utilization of resources.

Additionally, we kindly request all users to conduct a thorough clean-up of unnecessary files, especially those that are not work-related, from their Google Drive accounts. This will help in optimizing storage space and maintaining a well-organized digital environment.

Please take note of the following instructions:

1. Ensure that your storage usage does not exceed 100 Gigabytes.
2. Regularly review and delete any files that are not related to your work responsibilities.
3. Follow the guidelines outlined in the memorandum OUA-OUT-010524-11-1 to avoid any inconvenience.



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It is crucial for everyone to comply with these guidelines to promote a streamlined and efficient digital workspace. Your cooperation in this matter is highly appreciated, as it contributes to the overall effectiveness of our operations.

If you have any questions or need further clarification, please do not hesitate to reach out to your Schools Division Information Technology Officer.

Thank you for your attention and prompt action in ensuring the successful implementation of these storage limits.



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

29 February 2024

MEMORANDUM

OUA-OUT-022924-I1-1

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-I1-1 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



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.