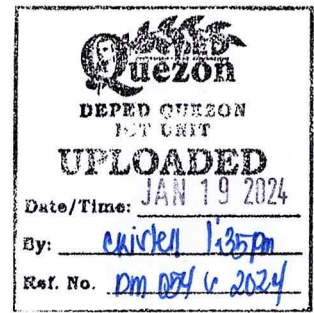




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 January 2024

**DIVISION MEMORANDUM**

DM No. 004, s. 2024

**IMPLEMENTATION OF STORAGE LIMITS FOR DEPED GOOGLE WORKSPACE  
FOR EDUCATION ACCOUNTS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
District/School ICT Coordinators  
Teaching and Non-teaching Personnel  
All Others Concerned

1. Attached herewith is the DepEd Memorandum OUA-OUT-010524-I1-1 entitled "Implementation of Storage Limits for DepEd Google Workspace for Education Accounts", signed by Undersecretary for Administration Nolasco A. Mempin. This is with regards to Google's new policies that aim to optimize resource utilization while ensuring continued workflows.
2. In line with this, all users are encouraged to back-up and limit their files. All are directed to delete unnecessary files and stay within the storage limits. It is also reiterated that the use of Google Workspace is for education and public service only. Files unrelated to government business is strictly prohibited.
3. Immediate and widest dissemination and strict compliance with this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

ICTwbp/cms/01/16/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

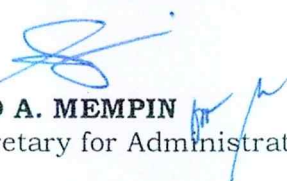


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

**MEMORANDUM**  
**OUA-OUT-010524-11-1**

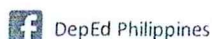
**TO :** UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PRINCIPALS/SCHOOL HEADS  
ALL OTHERS CONCERNED

**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, 5<sup>th</sup> 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.