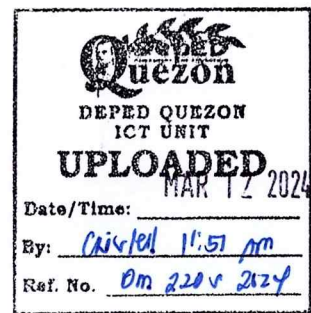




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 March 2024

DIVISION MEMORANDUM
DM No. 220, s. 2024

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

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

1. Attached herewith is Memorandum OUA-OUT-022924-I1-1 titled, "Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education accounts," signed by Undersecretary of Administration Nolasco A. Mempin.
2. Starting 08 March 2024, users may experience limitations in uploading new files and making modifications to existing files. Users surpassing the storage limits will receive email notifications from ICTS. Non-compliance with the storage limit may lead to the deletion of content from Google Drive and Google Photos, as outlined in the previous memorandum. Storage limit are as follows:
 - a. 100 Gigabytes (GB) for employees, offices, and schools;
 - b. 20 Gigabytes (GB) for learners
3. Users can utilize the provided link below to download their files and transfer them to any available storage.

<https://takeout.google.com>

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

DepEdTayoQuezon


www.depedquezon.com.ph

quezon@deped.gov.ph



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4. This further reiterates that access to Google Workspace for Education is provided for educational and public service purposes only. Storing personal files, copyrighted materials, or content unrelated to government business is strictly prohibited. Users are instructed to remove unnecessary files and adhere to the specified storage limits.
5. Immediate and widest dissemination and strict compliance with this Memorandum is desired.



ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


ICTwbp/cms/03/11/2024


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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.