



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent



15 March 2024

DIVISION MEMORANDUM
OSDS-2024- 226

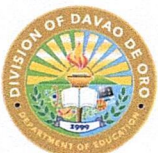
**REITERATION OF THE IMPLEMENTATION OF STORAGE LIMITS FOR DEPED
GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS**

To: Functional Division Chiefs, Section, and Unit Heads
Public Schools District Supervisors and District Coordinating Principals
Public Elementary and Secondary School Heads
All Public School Teachers and Non-teaching Personnel

1. Attached is the Office of the Undersecretary for Administration Memorandum No. OUA-OUT-022924-I1-1 dated February 29, 2024, from Usec. Nolasco A. Mempin, Undersecretary for Administration, Department of Education, relative on the Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.
2. Details of this memorandum are contained in the enclosure.
3. Immediate dissemination and strict compliance with this Memorandum are directed.


CRISTY C. EPE, CESO V
Schools Division Superintendent 

Encl.: As stated
OSDS/ICTU



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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)**

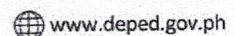
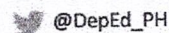
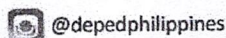
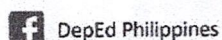
To date, a number of users have not complied with the reduction of their Google Drive storage which results in the excess of the Department's storage quota. As a result, starting March 8, 2024, users may be unable to upload new files and modify existing files.

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

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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.