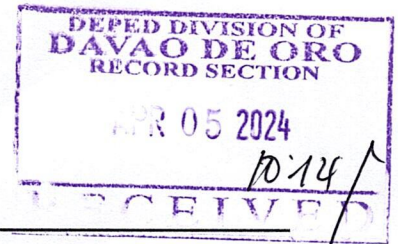




Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

April 1, 2024

DIVISION MEMORANDUM
 SGOD -2024- 280

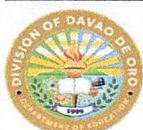
**CHANGE ON THE UTILIZATION OF GOOGLE FORMS TO MICROSOFT FORMS
 FOR ONLINE APPLICATION FOR PERMIT TO CONDUCT STUDY**

To Emma A. Camporedondo, ASDS
 Arlyn B. Lim, PhD, Chief -CID
 Ruben J. Reponte, EdD, Chief – SGOD
 Personnel of Planning and Research Section
 All Public Schools District Supervisors
 All District Coordinating Principals
 All School Heads
 All Other Concerned

1. In line with Division Memorandum No. OSDS-2024 -029 on the Implementation of Storage Limits for DepEd Google Workspace, this Office through the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) will Change the Utilization of Google Forms to Microsoft Forms for the Online Application for Permit to Conduct Study
2. This, online application will serve as the Division Research Document Management System (DRDMS) which aids in the systematic receipt and release of the Applications for Permit to Conduct Study/Field Research to all researchers who plan to gather their research data within the division.
3. Applicants are required to attach their endorsement/letter of acceptance/to commence study, research proposal, and approved research instrument. All applications shall be lodged at this link <https://tinyurl.com/DRDMSPermittoConductStudy>.
4. Moreover, it is ensured that all data provided will be handled with the utmost confidentiality and in adherence to the Data Privacy Act of 2012.
5. This Memorandum shall take effect immediately upon issuance, all other related issuances, and provisions that are inconsistent with this Memorandum, are hereby repealed, rescinded, or modified accordingly.
6. Widest dissemination and strict compliance with this Memorandum is directed.

CRISTY C. EPE
 Schools Division Superintendent

Reference: Div. Memo # OSDS-2024-029
 FN: ChangeofGformstoMSFormsPermit



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

| | | | |
|----------------|-------------|------|--------|
| Doc. Ref. Code | PAWIM-F-019 | Rev | 00 |
| Effectivity | 09.12.22 | Page | 1 of 2 |



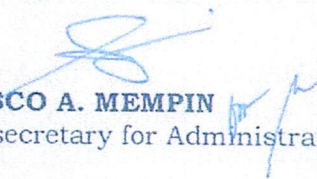
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

MEMORANDUM
OUA-OUT-010524-I1-1

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, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.depded.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.