



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. 0043, s. 2024

10 JAN 2024

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

To: Assistant Schools Division Superintendents  
Chief Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ DICs  
Elementary and Secondary School Heads  
All Others Concerned

This has reference to **OUA-OUT-010524-11-1** titled Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.

In view of the foregoing, everyone is reminded that effective **January 15, 2024**, the storage limit for employees, offices, and schools is **100 Gigabytes (100 GB)** while **20 Gigabytes (20 GB)** for learners. Furthermore, exceeding the storage limit may result in account limitations such as being unable to upload new files, modify existing files, and backup photos or videos.

Google Workspace for Education access is provided in the interest of education and public service. The storage of **personal files, copyrighted material, 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**.



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph

DepEd Tayo SDO Negros Oriental

[www.depednegor.net](http://www.depednegor.net)

Attached is the list of **users exceeding the 100 GB storage limit.**

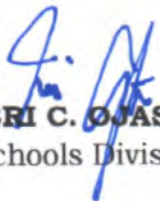
The Division Information Technology Officer shall monitor the consumption of the office and field users and ensure compliance to the above-mentioned policy.

The ICTS reserves the right to **delete unnecessary files, particularly those that have exceeded the storage limit storage after due process.**

Users can monitor the current storage usage and individual files thru Google Workspace storage settings: **<https://drive.google.com/settings/storage>**

Downloading files prior to January 15, is encouraged to ensure smooth compliance with storage limits. Users may: **<https://drive.google.com/settings/storage>**

Immediate dissemination and compliance with this Memorandum is enjoined.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent  
1/17/2024





Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

17 JAN 2024

REGIONAL MEMORANDUM  
 No. 068, s. 2024

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

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
 ALL CONCERNED

1. This has reference to OUA-OUT-010524-I1-1 titled Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.
2. In view of the foregoing, everyone is reminded that effective **15 January 2024**, the storage limit for employees, offices, and schools is 100 Gigabytes (100 GB) while 20 Gigabytes (20 GB) for the learners. Furthermore, 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.
3. 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 will result in disciplinary action.
4. 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.
5. The ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit, after due process.
6. Please refer to the attached memorandum on how you can monitor the current storage usage and how to download the files.
7. Immediate dissemination and compliance with this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
 Director IV  
 Regional Director

STJ/PYA/ICTU/JRJ



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Nos.: (032) 231-1433; (032) 414-7399  
 Email Address: region7@deped.gov.ph

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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.



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.

orgUnitPath	User	Gmail (GB)	Drive (GB)	Photos (GB)	Total (GB)	Last Login Date	Creation Date
/Region VII/Negros Oriental	troxiegavect.torres@deped.gov.ph	2.98	1,398.05	471.12	1,872.16	01 06 2024	01 11 2021
/Region VII/Negros Oriental	joseph.juntilla@deped.gov.ph	0.7	1,741.79	-	1,742.49	01 09 2024	02 15 2018
/Region VII/Negros Oriental	miel.paculanang001@deped.gov.ph	1.35	1,407.72	6.94	1,416.01	01 09 2024	07 03 2017
/Region VII/Negros Oriental	alfredo.ticon@deped.gov.ph	0.13	1,303.62	-	1,303.75	12 24 2023	05 03 2018
/Region VII/Negros Oriental	allan.tomias@deped.gov.ph	0.8	1,199.25	-	1,200.05	01 09 2024	07 21 2019
/Region VII/Negros Oriental	ronald.canillo@deped.gov.ph	1.85	838.37	-	840.22	01 05 2024	05 13 2016
/Region VII/Negros Oriental	florence.pinili@deped.gov.ph	1.82	90.86	487.77	580.46	01 06 2024	05 19 2020
/Region VII/Negros Oriental	yannevee.sumagaysay@deped.gov.ph	0.2	196.63	347.88	544.71	01 09 2024	04 07 2017
/Region VII/Negros Oriental	reignuelle.sediego@deped.gov.ph	1.23	110.73	403.29	515.25	01 07 2024	06 29 2018
/Region VII/Negros Oriental	markanthony.lumagas@deped.gov.ph	0.52	482.49	1.01	484.03	12 26 2023	12 28 2018
/Region VII/Negros Oriental	geraldine.cano001@deped.gov.ph	0.16	0.76	473.77	474.69	01 09 2024	09 10 2016
/Region VII/Negros Oriental	ian.tubio@deped.gov.ph	1.56	360.41	33.23	395.2	01 07 2024	02 09 2018
/Region VII/Negros Oriental	benjofil.diego@deped.gov.ph	0.46	370.98	-	371.44	01 06 2024	04 26 2017
/Region VII/Negros Oriental	chariss.siplon@deped.gov.ph	3.13	328.89	-	332.03	01 07 2024	08 05 2016
/Region VII/Negros Oriental	jerrymar.vadil@deped.gov.ph	1.15	174.87	150.43	326.45	01 03 2024	06 17 2017
/Region VII/Negros Oriental	johnivan.catacutan001@deped.gov.ph	0.63	224.09	87.03	311.75	01 02 2024	07 18 2017
/Region VII/Negros Oriental	harold.fabugais@deped.gov.ph	0.95	304.28	-	305.23	01 09 2024	05 22 2017
/Region VII/Negros Oriental	kesseymaristine.socorro@deped.gov.ph	0.63	288.63	-	289.26	01 08 2024	01 12 2016
/Region VII/Negros Oriental	jamaicamae.canones@deped.gov.ph	0.51	19.07	268.44	288.02	01 08 2024	09 27 2018
/Region VII/Negros Oriental	divinamay.medez@deped.gov.ph	1.21	276.88	-	278.09	01 04 2024	04 19 2016
/Region VII/Negros Oriental	cristybern.pasunting@deped.gov.ph	0.45	2.39	272.46	275.3	01 09 2024	12 28 2018
/Region VII/Negros Oriental	champberlyn.lumagas@deped.gov.ph	0.41	221.49	40.78	262.68	01 09 2024	05 05 2017
/Region VII/Negros Oriental	malouanie.sastre@deped.gov.ph	1.76	45.09	204.55	251.4	01 08 2024	04 07 2016
/Region VII/Negros Oriental	philip.tubog@deped.gov.ph	8.81	234.95	-	243.76	01 08 2024	04 12 2016
/Region VII/Negros Oriental	dominic.vidal@deped.gov.ph	1.2	197.89	43.49	242.58	01 09 2024	04 07 2016
/Region VII/Negros Oriental	glenda.cadelina@deped.gov.ph	2.04	3.04	232.43	237.51	01 05 2024	06 08 2017
/Region VII/Negros Oriental	josetristan.jamito@deped.gov.ph	1.62	230.94	-	232.56	01 06 2024	02 15 2018
/Region VII/Negros Oriental	elmar.cabrera@deped.gov.ph	12.16	212.35	0.03	224.54	01 05 2024	04 19 2016
/Region VII/Negros Oriental	shaddailee.vidal@deped.gov.ph	1.01	188.88	32.26	222.16	01 06 2024	12 06 2016
/Region VII/Negros Oriental	ryshlejessa.obanana@deped.gov.ph	1.68	206.87	-	208.55	01 08 2024	04 11 2017
/Region VII/Negros Oriental	jerick.ozoa@deped.gov.ph	1.21	114.99	80.91	197.11	01 04 2024	04 11 2016
/Region VII/Negros Oriental	marazel.acabal@deped.gov.ph	1.24	2.71	182.63	186.59	01 08 2024	05 15 2017
/Region VII/Negros Oriental	pablo.ragay@deped.gov.ph	1.6	4.7	179.81	186.11	01 09 2024	06 28 2017



/Region VII/Negros Oriental	rudy.tagud@deped.gov.ph	0.91	157.83	24.44	183.17	01 07 2024	06 21 2017
/Region VII/Negros Oriental	mariesineadjane.tia@deped.gov.ph	0.24	0.07	181.45	181.75	01 06 2024	06 23 2017
/Region VII/Negros Oriental	methuselah.alvarez@deped.gov.ph	1.27	1.05	179.42	181.74	01 09 2024	05 29 2018
/Region VII/Negros Oriental	christopher.dolor001@deped.gov.ph	0.46	172.95	4.84	178.26	12 27 2023	05 30 2017
/Region VII/Negros Oriental	analen.anajao@deped.gov.ph	0.43	1.09	175.19	176.71	01 06 2024	05 12 2017
/Region VII/Negros Oriental	karenmae.anadon@deped.gov.ph	0.07	4.91	169.91	174.9	01 07 2024	12 15 2021
/Region VII/Negros Oriental	marlou.legaspi001@deped.gov.ph	0.58	1.09	173.17	174.84	01 06 2024	03 31 2017
/Region VII/Negros Oriental	raul.moncida@deped.gov.ph	3.6	168.23	-	171.83	01 05 2024	01 12 2016
/Region VII/Negros Oriental	gueia.narvas@deped.gov.ph	1.83	34.26	135.22	171.31	01 08 2024	10 24 2018
/Region VII/Negros Oriental	jeneva.esong@deped.gov.ph	0.87	0.43	166.48	167.79	01 07 2024	10 07 2019
/Region VII/Negros Oriental	jane.sevilla@deped.gov.ph	1.7	165.84	-	167.55	12 10 2023	08 02 2018
/Region VII/Negros Oriental	dianachristine.notarte@deped.gov.ph	0.43	55.28	110.08	165.78	01 06 2024	10 30 2019
/Region VII/Negros Oriental	lormie.elum@deped.gov.ph	0.45	3.08	159.81	163.34	01 09 2024	02 26 2019
/Region VII/Negros Oriental	james.caramonte@deped.gov.ph	5.22	157.83	-	163.05	01 03 2024	06 07 2017
/Region VII/Negros Oriental	sarahjean.tilos@deped.gov.ph	1.65	4.4	156.53	162.58	01 06 2024	04 07 2017
/Region VII/Negros Oriental	angelica.zerna@deped.gov.ph	0.85	28.44	130.61	159.9	12 27 2023	01 08 2019
/Region VII/Negros Oriental	cherina.arquilita@deped.gov.ph	0.69	29.26	123.28	153.23	01 08 2024	04 20 2017
/Region VII/Negros Oriental	queenie.butalid@deped.gov.ph	1.88	47.19	99.83	148.91	01 08 2024	09 12 2012
/Region VII/Negros Oriental	jamesanthony.diputado001@deped.gov.ph	2.22	141.71	-	143.93	12 21 2023	07 04 2016
/Region VII/Negros Oriental	markdave.vendiola@deped.gov.ph	15.01	128.35	0	143.36	01 08 2024	06 23 2017
/Region VII/Negros Oriental	arah.benida@deped.gov.ph	0.19	0.02	142.31	142.52	01 06 2024	10 24 2019
/Region VII/Negros Oriental	clidford.calijan@deped.gov.ph	0.94	0.47	138.29	139.71	01 08 2024	04 20 2017
/Region VII/Negros Oriental	jessie.alcala@deped.gov.ph	1.41	136.07	-	137.47	12 30 2023	04 21 2016
/Region VII/Negros Oriental	fediebombeth.banagudos@deped.gov.ph	0.51	0.41	134.43	135.35	01 08 2024	07 22 2016
/Region VII/Negros Oriental	brentjohn.trasmonte@deped.gov.ph	0.44	97.2	34.84	132.49	01 05 2024	10 23 2018
/Region VII/Negros Oriental	neliebengdee.gicana@deped.gov.ph	0.64	2.23	128.52	131.38	01 02 2024	06 07 2017
/Region VII/Negros Oriental	ladiejane.lim@deped.gov.ph	1.32	4.56	120.94	126.82	01 09 2024	05 24 2017
/Region VII/Negros Oriental	carmelita.rama001@deped.gov.ph	0.73	126.01	-	126.74	01 06 2024	05 30 2017
/Region VII/Negros Oriental	almamay.abueva@deped.gov.ph	1.15	2.32	123.25	126.72	12 24 2023	06 06 2017
/Region VII/Negros Oriental	mirapaula.jaugan@deped.gov.ph	2.46	123.57	-	126.03	01 09 2024	05 12 2017
/Region VII/Negros Oriental	genevafaye.mendoza001@deped.gov.ph	1.47	122.17	-	123.64	01 02 2024	07 12 2016
/Region VII/Negros Oriental	jennelyn.gaso@deped.gov.ph	0.51	0.16	122.64	123.3	01 04 2024	02 09 2021
/Region VII/Negros Oriental	chennemae.mapili@deped.gov.ph	0.26	0.9	120.9	122.07	01 04 2024	05 14 2021
/Region VII/Negros Oriental	jennymae.bantoto@deped.gov.ph	0.74	120.58	0	121.33	01 06 2024	10 20 2018



/Region VII/Negros Oriental	junrey.jaculbe@deped.gov.ph	2.52	96.52	22.15	121.2	01 07 2024	03 28 2017
/Region VII/Negros Oriental	princessnina.codera@deped.gov.ph	0.23	3.25	116.88	120.36	01 03 2024	01 20 2021
/Region VII/Negros Oriental	jackelyn.sumndad@deped.gov.ph	1.59	117.55	-	119.15	01 07 2024	06 24 2016
/Region VII/Negros Oriental	mairenececilia.elemia@deped.gov.ph	1.91	19.77	94.41	116.1	01 07 2024	10 01 2018
/Region VII/Negros Oriental	rosiegen.macahusay@deped.gov.ph	0.2	0.02	115.66	115.88	11 22 2023	04 14 2016
/Region VII/Negros Oriental	maristela.torremocha@deped.gov.ph	0.52	1.64	113.44	115.61	01 08 2024	09 12 2012
/Region VII/Negros Oriental	johnaudi.bato@deped.gov.ph	0.24	114.07	-	114.3	01 04 2024	12 28 2018
/Region VII/Negros Oriental	stephanie.alob@deped.gov.ph	0.91	112.92	-	113.83	01 03 2024	09 13 2018
/Region VII/Negros Oriental	sylvia.quio@deped.gov.ph	0.21	0.05	112.95	113.21	12 22 2023	03 13 2021
/Region VII/Negros Oriental	rowell.mora@deped.gov.ph	0.52	110.08	-	110.6	12 11 2023	03 29 2016
/Region VII/Negros Oriental	karenmae.flores@deped.gov.ph	1.3	29.7	79.19	110.19	01 08 2024	04 25 2018
/Region VII/Negros Oriental	rogelma.barte001@deped.gov.ph	1.08	0.41	104.06	105.54	01 09 2024	01 30 2018
/Region VII/Negros Oriental	nurain.sadava@deped.gov.ph	5.36	10.25	89.87	105.49	01 08 2024	04 21 2016
/Region VII/Negros Oriental	reynante.alabata@deped.gov.ph	0.15	104	-	104.15	12 12 2023	06 14 2017
/Region VII/Negros Oriental	myraliz.dumangcas@deped.gov.ph	0.19	0.15	103.51	103.85	01 01 2024	06 08 2018
/Region VII/Negros Oriental	<b>ninonito.divino@deped.gov.ph</b>	1.46	61.45	38.83	101.74	01 08 2024	01 28 2022
/Region VII/Negros Oriental	mercyditha.enolpe@deped.gov.ph	2.19	4.14	94.29	100.62	01 06 2024	05 25 2017
/Region VII/Negros Oriental	jeron.datolio@deped.gov.ph	0.25	0.04	99.01	99.3	01 07 2024	06 29 2018
/Region VII/Negros Oriental	lyann.casido@deped.gov.ph	0.46	1.26	97.32	99.04	12 26 2023	06 29 2016
/Region VII/Negros Oriental	josie.fausto001@deped.gov.ph	0.3	3.03	95.69	99.02	12 17 2023	06 03 2017
/Region VII/Negros Oriental	marydel.cabangbang@deped.gov.ph	0.25	0.24	98.36	98.85	01 04 2024	11 14 2018
/Region VII/Negros Oriental	raissamae.damaso@deped.gov.ph	0.93	17.68	79.93	98.55	01 05 2024	07 03 2017