



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. 0269, s. 2024

22 MAR 2024

**REITERATION OF THE 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/ Secondary School Heads
District/ School ICT Coordinators
All Others Concerned

For the information and guidance of all concerned, attached is DepEd Memorandum ICTS-OUT-022924-11-1, titled **Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts**. This is to reinforce the said memorandum dated January 5, 2024.

In line with this, users may be unable to upload new files and modify existing files starting **March 8, 2024**, due to number of users who **did not comply with the reduction of their Google Drive storage**, which results in an excess of the Department's storage quota.

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 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.



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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 further details, please refer to the attached Memorandum.

Immediate dissemination of and compliance with this Memorandum is enjoined.

By Authority of the Schools Division Superintendent:



CARMELITA A. ALCALA EdD
Chief Education Supervisor - CID
Office-In-Charge

3/22/24



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

Office of the Regional Director

18 MAR 2024

REGIONAL MEMORANDUM

No. 234 s. 2024

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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, attached is DepEd Memorandum (ICTS-OUT-022924-11-1), titled Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts. This is to reinforce the memorandum OUA-OUT-010524-11-1 with the subject "Implementation of the Storage limits for DepEd Google Workspace for Education Accounts".
2. In line with this, users may be unable to upload new files and modify existing files starting **March 8, 2023**, due to a number of users who did not comply with the reduction of their Google Drive storage, which results in an excess of the Department's storage quota.
3. 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."
4. 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.
5. 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.
6. Users may download their files using this link to move their files to any storage available: <https://takeout.google.com>



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DepEd Tayo Region VII

region7.deped.gov.ph




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

29 February 2024

MEMORANDUM

OUA-OUT-022924-11-1

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-010524-11-1 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.