



Republic of the Philippines
Department of Education

REGION I



JAN 12 2024

REGIONAL MEMORANDUM

No. 0050, s. 2024

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

To: All Schools Division Superintendents
Chiefs of the Regional Functional Divisions
Head Units/Sections
All Others Concerned

1. This is in reference to the OUA-OUT-010524-11-1 Memorandum dated January 5, 2024, titled *Implementation of Storage Limits for DepEd Google Workspace for Education Accounts*.
2. The Department of Education will be implementing storage allocations for Google Workspace for Education accounts effective January 15, 2024. Storage limits are as follows:
 - a. Employees, offices and schools: 100 Gigabytes (GB)
 - b. Learners: 20 Gigabytes (GB)
3. The storage of personal files, copyrighted materials, or content unrelated to government business is strictly prohibited. Failure to comply with the policy may result in disciplinary action. DepEd-ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit.
4. Google account holders can monitor their current storage usage and individual files thru Google Workspace storage settings:
<https://drive.google.com/settings/storage>
5. Users may download their files prior to January 15, 2024 is encouraged to ensure compliance with storage limits using the link:
<https://takeout.google.com>
6. Attached is the Memorandum for reference.

7. For queries or assistance regarding the storage allocation policy please contact:

- a. Regional Office personnel may contact their respective Information and Communications Technology Unit.
- b. Schools Division Offices and school personnel may contact their respective Information Technology Officers.

8. For information, guidance and immediate compliance.



TOLENTINO G. AQUINO
Director IV

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

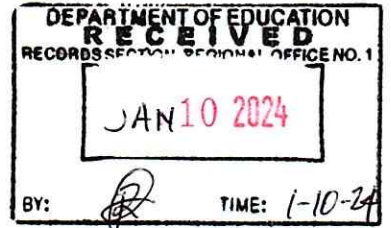
ICT PROGRAMS/PROJECTS/ACTIVITIES

POLICY

ORD/ICTU/SCL/RM_GoogleWSSStorageLimit
January 11, 2024



DepEd RO1 REC 2315866



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

MEMORANDUM
OUA-OUT-010524-11-1

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.