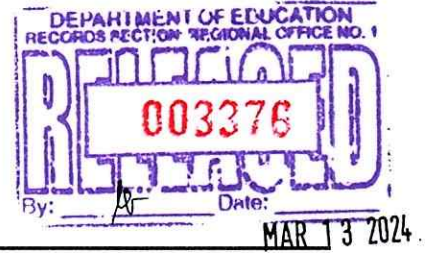




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 302, s. 2024

**REITERATION OF THE 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 has implemented storage limits/allocations for Google Workspace for Education accounts as follows:
 - a. Employees, offices and schools: **100 Gigabytes (GB)**
 - b. Learners: **20 Gigabytes (GB)**
3. To date, some users have not complied with the reduction of their Drive storage which results in the excess of the Department's storage quota. DepEd-ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit. Starting March 8, 2024, users may not be able to upload new files and modify existing files.
4. 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 will result in the removal of Google Drive contents and Google Photos as indicated in the previous Memorandum.
5. Google account holders can monitor their current storage usage and individual files thru Google Workspace storage settings:
<https://drive.google.com/settings/storage>

6. Users may download their files to ensure compliance with storage limits using the link:

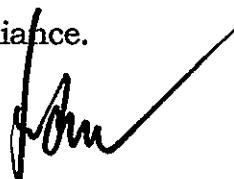
<https://takeout.google.com>

7. Attached is the Memorandum for reference.


8. 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.

9. 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

GOOGLE ACCOUNTS

ORD/ICTU/SCL/RM_ReiterationGoogleWSSStorageLimit
March 11, 2024



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



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.