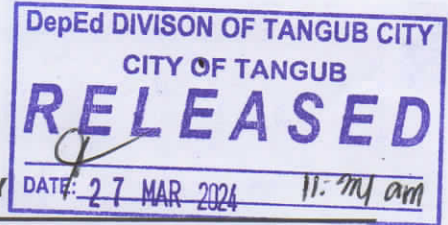




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



March 26, 2024

**DIVISION MEMORANDUM**

No. 131, s. 2024

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

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

1. This Office disseminates the OUA Memorandum No. OUA-OUT-022924-11-1, dated February 29, 2024 titled "**REITERATION OF THE IMPLEMENTATION OF STORAGE LIMITS FOR DEPED GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS**".
2. In line with this, all personnel with excess storage are mandated to delete or transfer their files to another drive to meet the required storage quota of the DepEd Google Workspace for Education.
3. Enclosed is the OUA Memorandum for your reference.
4. Immediate and wide dissemination of this Memorandum is desired.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

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

ICT DCP GOOLE WORKSPACE



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



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.