



Republic of the Philippines
Department of Education
 REGION V - BICOL



10 January 2024

REGIONAL MEMORANDUM
 No. **000040** s. 2024

IMPLEMENTATION OF STORAGE LIMITS FOR DEPED GOOGLE WORKPLACE FOR
 EDUCATION ACCOUNTS

To : Assistant Regional Director
 Chiefs of Functional & Support Divisions
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Public Schools District Supervisors
 Public Elementary / Secondary Heads
 Teaching & Non-Teaching Personnel
 All Others Concerned

- The Department of Education will implement storage allocations for Google Workspace for Education accounts effective **January 15, 2024**. This is in line with the new policies from Google and aims to optimize resource utilization while ensuring continued workflows.
- The storage limits are as follows:
 - Employees, offices, and schools : **100 Gigabytes (GB)**
 - Learners : **20 Gigabytes (GB)**
- Users can monitor the current storage usage and individual files thru Google Workplace storage settings at <https://drive.google.com/settings/storage> and to download the files prior to January 15 at <https://takeout.google.com/>.
- All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following personnel:

OFFICE/DIVISION	EMAIL ADDRESS
Regional Office	salvador.devto@deped.gov.ph
	karen.legson@deped.gov.ph
	marvin.buhat@deped.gov.ph
Albay	mary.jaucian@deped.gov.ph
Camarines Norte	jay.delatorre@deped.gov.ph
Camarines Sur	felipe.nebrea@deped.gov.ph
Catanduanes	jennifer.metica@deped.gov.ph
Iriga City	marshia.belen@deped.gov.ph
Legazpi City	aida.noora@deped.gov.ph
Ligao City	ted.villamor@deped.gov.ph
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Tabaco City	rafaela.casim@deped.gov.ph

5. Attached is the memorandum number *OUA-OUT-010524-II-1* for more details.
6. Immediate and wide dissemination of and strict compliance with this memorandum is desired.

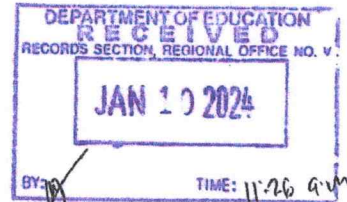

GILBERT T. SADSAD
Regional Director

Encls:As stated
To be indicated in the Perpetual Index
under the following subjects:
ICT procedures & application

ORD/ICT/SBDJR
01/10/2024



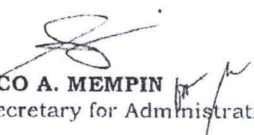
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



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.

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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.