



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 29, 2024

DIVISION MEMORANDUM

No. *07*, s. 2024

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

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit and Section Heads
All Teaching and Non-Teaching Personnel

1. Anent to **Regional Memorandum No. 44, s. 2024** re: **IMPLEMENTATION OF STORAGE LIMITS FOR GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS AND STRICT ADHERENCE TO UTILIZE MICROSOFT 365 AS THE OFFICIAL ONLINE COLLABORATION AND CLOUD STORAGE PLATFORM**, this office reiterates the strict compliance to the guidelines set in the said issuance.
2. This office is reminding all Google Workspace for Education account holders that the permitted shared storage for DepEd personnel, schools, and field offices is **100GB** and **20GB** for learners. The storage of copyrighted materials or contents unrelated to government business is strictly prohibited. Users are directed to delete unnecessary files and stay within the storage limits.
3. The Information and Communications Technology Service (ICTS) of the DepEd Central Office reserves the right to delete unnecessary files, particularly those that have exceeded the storage limits, after due process.
4. In accordance with the preceding statements, the ICTS has released a list of user accounts for SDO Bulacan that exceeded the storage limits. The list is available at SDO Bulacan ICTS Channel -> ICT Programs and Projects Files Tab -> Google Drive Storage Folder. Also, this office is directing said account holders to strictly comply with the storage limits.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



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5. For questions and concerns, you can contact the Division Information and Communications Technology (ICT) Unit through this email address, ictsbulacan@deped.gov.ph.
6. For immediate dissemination and strict compliance.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent *of*

OSDS/ICT Unit
February 29, 2024



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