

## Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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NORMA P. ESTEBAN EdD, CESO V Schools Division Superintendent Office of the Schools Division Superintendent SCHOOLS DIVISION OF BULACAN

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."

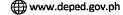
Prior to the deletion of files, the ICTS will send email notifications to users exceeding the storage limits starting March 8, 2024. Failure to comply with the storage limit











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.