




Republic of the Philippines  
**Department of Education**  
Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**  
**OSDS-ICTU-03-27-2024/JBM**

**TO :** Assistant Schools Division Superintendent  
SDO Chiefs & SDO Section/Unit Heads & Staff  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
District/School ICT Coordinators  
Teaching & Non-Teaching Personnel  
All others concerned

**FROM :**   
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

**SUBJECT :** GOOGLE WORKSPACE STORAGE UPDATES FROM THE  
DEPED CO-ICTS

**DATE :** March 27, 2024

1. As of the current date, DepEd was still exceeding the storage quota resulting in users being unable to upload or modify files. Email notifications have been sent to users surpassing storage limits, informing them that ICTS will be deleting content from their Google Drive and Google Photos accounts to restore full Google Workspace capabilities for the entire Department of Education.
2. In relation to this, please be reminded of the following:
  - a) To continue to adhere to storage limits;
  - b) Utilize DepEd accounts responsibly; and
  - c) Refrain from storing personal files, copyrighted materials, or non-governmental content.
3. Attached is the OUA-OUT-010524-I1-1 on the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts and OUA-OUT-022924-I1-1 on Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts for more information and details.
4. For inquiries/concerns about this memorandum, please contact the ICTU Office via email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).
5. For information and widest dissemination.



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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



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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.