




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2024-01-030
DEPED MALAYBALAY CITY DIVISION
RELEASED
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DIVISION MEMORANDUM
No. 030, s. 2024

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
Section / Unit Heads
School ICT Coordinators
All Others Concerned**

From:  **ALIENA S. DAJAY, PhD, CESE**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Date: January 12, 2024

Subject: **IMPLEMENTATION OF STORAGE LIMITS FOR DEPED GOOGLE
WORKSPACE FOR EDUCATION ACCOUNTS**

1. For the information and guidance of all concerned, this Office hereby disseminates DepEd Memorandum OUA-OUT 010524-I1-1 re: *Implementation of Storage Limits for DepEd Google Workspace for Education Accounts*, outlining the details regarding the implementation of storage allocations for Google Workspace for Education accounts starting **January 15, 2024**.
2. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09606260298.
3. Immediate dissemination and compliance of this Memorandum is desired.

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Records Unit

TO BE POSTED IN THE WEBSITE



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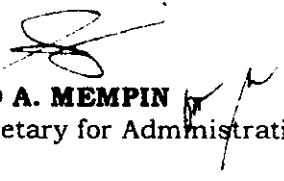
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

MEMORANDUM
OVA-OUT-010524-I1-1

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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Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph

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.