



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 13 2024

MEMORANDUM
No. 075, s. 2024

**REITERATION OF THE IMPLEMENTATION OF STORAGE LIMITS FOR DEPED
GOOGLE WORKPLACE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
School Heads/OICs
ICT Coordinators
All Others Concerned

1. Attached is OUA Memorandum No. OUA-OUT-022924-I1-1 dated February 29, 2024 signed by Undersecretary Nolasco A. Mempin, Undersecretary for Administration, re: **Reiteration of the Implementation of Storage Limits for DepEd Google Workplace for Education Accounts**, contents of which are self-explanatory.
2. The ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit, after due process. Prior to deletion of files, email notifications will be sent to users exceeding the storage limit starting March 8, 2024. Failure to comply 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 of 100gb for teaching and non-teaching personnel and 20gb for learners.
3. For information, guidance, and strict compliance.


VIOLETA M. GONZALES, CESO V
Assistant Schools Division Superintendent
Officer In - Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: none
To be indicated in the Perpetual Index
Under the following subjects:

TEACHERS COMMUNICATIONS

075MLB / REITERATION OF GOOGLE LIMITS
/ March 12, 2024

NUM-2024-075



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com

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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

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.

Re: [OUA-OUT-022924-I1-1] REITERATION OF THE IMPLEMENTATION OF STORAGE LIMITS FOR DEPED GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS

DepEd Navotas City <navotas.city@deped.gov.ph>

Fri 3/8/2024 10:03 AM

To: ICTS - Solutions Development Division <icts.sdd@deped.gov.ph>

Cc: DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED ABRA <abra@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; AGUSAN NORTE <agusan.norte@deped.gov.ph>; DEPED AGUSAN DEL SUR <depedagusandelsur@deped.gov.ph>; BAYUGAN CITY DIVISION <bayugancity.division@deped.gov.ph>; DEPED BISLIG CITY <bislig.city@deped.gov.ph>; DEPED BUTUAN CITY <butuan.city@deped.gov.ph>; DEPED CABADBARAN CITY <cabadbaran.city@deped.gov.ph>; DEPED DINAGAT ISLANDS <dinagat.islands@deped.gov.ph>; DEPED SIARGAO <siargao@deped.gov.ph>; DEPED SURIGAO CITY <surigao.city@deped.gov.ph>; DEPED SURIGAO DEL NORTE <surigao.delnorte@deped.gov.ph>; SURIGAODELSUR DIVISION <surigaodelsur.division@deped.gov.ph>; DEPED TANDAG CITY <tandag.city@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; SCHOOLS DIVISION OFFICE SAN JUAN CITY <sdosanjuancity@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>

Received, thank you.

On Thu, Mar 7, 2024 at 5:45 PM ICTS - Solutions Development Division <icts.sdd@deped.gov.ph> wrote:

Dear Regional Directors and Schools Division Superintendents,

Attention: Regional Information Technology Officers
Division Information Technology Officers

This is to send the Memorandum OUA-OUT-022924-I1-1 on 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)

Please refer to the attached memorandum for more information and details.

Kindly acknowledge receipt of this email.

Thank you!

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We would love to hear about your experience! Please let us know thru <https://bit.ly/ICTSSDD>. Thank you.



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Landline No.: (02) 8332-77-64
Email: navotas.city@deped.gov.ph

Your experience matters a lot to us. Please help us continuously improve our services by filling up the link below as part of our Citizen/Client Satisfaction Survey Form. Thank you!

Schools Division Office Navotas City - Client Satisfaction Measurement (CSM) (2024)

https://forms.office.com/Pages/ResponsePage.aspx?id=gKvjQCQgo0W_dnoHYaJNKbBsm0jX91dCtDnsyuDPUQVURFIBUVFPWVFDSTlaQVINQINETVJWWkxYVC4u

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