



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

March 14, 2024

DIVISION MEMORANDUM  
NO. **167** S. 2024

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

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Integrated Schools

1. Attached is Regional Memorandum No. 214, s. 2024 titled "*Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts*".
2. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

INFORMATION TECHNOLOGY  
LEARNERS  
EMPLOYEES



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



Republic of the Philippines  
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REGION VI – WESTERN VISAYAS

MAR 13 2024

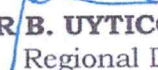
**REGIONAL MEMORANDUM**

No. 214, s. 2024

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

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum OUA-OUT-022924-11-1 from **Nolasco A. Mempin, Undersecretary for Administration**, dated February 29, 2024 regarding the **Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts**.
2. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

Information Technology  
Learners  
Employees

JCG/ RM- Reiteration of the Implementation of Storage Limits for DepEd Google Workspace for Education Accounts  
Q1-008/ March 101 2024



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033) 337-0149; 336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph




Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

29 February 2024

**MEMORANDUM**

OUA-OUT-022924-11-1

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-010524-11-1 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.