



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. 0020, s. 2024

To: Chief, Education Program Supervisor, School Governance and Operation Division  
Chief, Education Program Supervisor, Curriculum Implementation Division  
Public Schools District Supervisors  
School Principals/Heads  
Section/Unit Heads  
All others concerned

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

Date: January 12, 2024

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Attached is Memorandum OUA-OUT-010524-11-1 dated January 5, 2024, from Usec. Nolasco A. Mempin, Undersecretary for Administration, on the **Implementation of Storage Limits for DepEd Google Workspace for Education Accounts** which is self-explanatory.

Immediate dissemination and strict compliance of this memorandum is desired.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

OSDS/pea





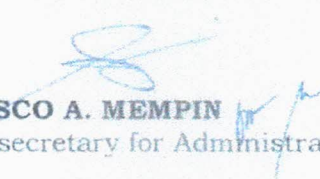
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

**MEMORANDUM**  
**OUA-OUT-010524-11-1**

**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.

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Merakco Avenue, Pasig City 1600  
Telephone No. : (02) 8638-1780; Email: useforadministration@deped.gov.ph



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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.