



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office the Schools Division Superintendent

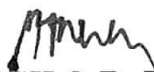

January 22, 2024

DIVISION MEMORANDUM
No. **037**, s. 2024

**IMPLEMENTATION OF STORAGE FOR DEPED GOOGLE WORKSPACE FOR
EDUCATION ACCOUNTS**

To: Assistant Schools Division Superintendents
Chiefs, CID, and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is Regional Memorandum No. 068, s. 2024, entitled IMPLEMENTATION OF STORAGE FOR DEPED GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS, announcing the storage limits of all Google Workspace for Education accounts starting January 15, 2024, Monday.
2. School Heads, through the ICT Coordinators for DCP Programs and Projects and Data Management, shall implement this policy immediately to ensure that all critical files are backed up before the storage limits are effective.
3. Please refer to the attached memorandum for more details.
4. For widest dissemination of this Memorandum is desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent 

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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

17 JAN 2024

REGIONAL MEMORANDUM

No. 068, s. 2024

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

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED

1. This has reference to OUA-OUT-010524-11-1 titled Implementation of Storage Limits for DepEd Google Workspace for Education Accounts.
2. In view of the foregoing, everyone is reminded that effective **15 January 2024**, the storage limit for employees, offices, and schools is 100 Gigabytes (100 GB) while 20 Gigabytes (20 GB) for the learners. Furthermore, 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.
3. 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 will result in disciplinary action.
4. 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.
5. The ICTS reserves the right to delete unnecessary files, particularly those that have exceeded the storage limit, after due process.
6. Please refer to the attached memorandum on how you can monitor the current storage usage and how to download the files.
7. Immediate dissemination and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director IV
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