



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

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| DepEd Division of Zamboanga Sibugay | |
| NO: 420211 | TIME: 4:50 |
| BY: _____ | DATE: JAN 19 2024 |
| RELEASED | |

January 19, 2024

DIVISION MEMORANDUM

No. **030**, s. 2024


RE: COMPLIANCE WITH OUA-OUT-010524-I1-1-MEMO - IMPLEMENTATION OF STORAGE LIMIT FOR DEPED GOOGLE WORKSPACE

TO: Assistant Schools Superintendent
Chiefs of SGOD and CID
Public Schools District Supervisors/District In-charge
Elementary and Secondary School Heads
Teaching and Non-teaching Personnel
This Division

1. In accordance with OUA-OUT-010524-I1-1-MEMO, the Division, through the ICT section, hereby instructs all users to ensure compliance with the prescribed storage limits for DepEd Google Workspace. It is imperative that users conduct a thorough storage clean-up to avoid surpassing the allocated storage limits.
- 2.
3. The designated storage limits are as follows:
 - a. Employees, Offices, and Schools: 100 Gigabytes (GB)
 - b. Learners: 20 Gigabytes (GB)
4. Attached to this memo is Annex A, which contains the list of priority users responsible for initiating the clean-up process. It is essential that the identified users promptly address their storage usage and adhere to the specified limits.
5. This memorandum is to be disseminated immediately to all users to ensure widespread awareness and prompt action. Non-compliance with the stipulated storage limits may result in disruptions to Google Workspace functionality and potential loss of data.
6. Your cooperation in this matter is highly appreciated. For any inquiries or assistance, please contact the ICT section Jekyll.cadungog@deped.gov.ph.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


DR. OLIVER B. TALAO
In-charge of Office

Inc.: As stated:

References: OUA-OUT-010524-I1-1-MEMO

ZS-DM-OSDS-ICT-2024-01-__

JDC2024-01-19



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Republic of the Philippines
Department of Education
 REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Annex A: List of Priority Users

| Users | Total (GB) | | |
|------------------------|---------------|----------------------------|--------|
| JOEXIMHARVEY PALERMO | 7,095.67 | ALMA GARCIA | 153.6 |
| LEDILYN BONTUYAN | 1,657.32 | SHARIFFANURRAIZZAHJEANIBVI | |
| MARKJUMIL PADILLA | 1,003.13 | VE MOHAMMAD | 151.17 |
| CRISTOPHER CAINGLET | 743.29 | IRENEJEE ALIMA | 150.47 |
| JENINJOY BABOR | 727.06 | WYNNER ELBA | 148.75 |
| JOSEFINA DENLAZA | 698.44 | JOCELYN DAGSAN | 145.62 |
| ZAMBOANGA SIBUGAY | 566.17 | DAISYJANE BUENAVISTA | 142.87 |
| ALLAN TAPINIT | 457.59 | HRD ZAMBOSIBUGAY | 139.93 |
| METHUSELAH DANGGOD | 454.5 | JONA BANQUIAO | 138.59 |
| DONGABRIEL GALLEPOSO | 449.62 | PEARLJOY VILLARANTE | 133.84 |
| WILLIAMJULIUS BARRON | 420.83 | RAVENNIE SOMOSA | 131.44 |
| MARYHEART BORDIOS | 299.55 | EDEN MATUGAS | 129.21 |
| RIC NAPIGKIT | 280 | JESSAFE MUYCO | 128.99 |
| MARIEJOY ANHAW | 268.87 | NORLIE EDIL | 128.17 |
| CHERRY MAQUINTURA | 250.1 | GREATZHE BALESORO | 127.63 |
| CHARISH TAMBAG | 245.32 | CHERRYL BELLO | 127.56 |
| MIA BARBER | 240.64 | CARMENCITA BOOC | 125.33 |
| JONAS MANDALUNES | 240.25 | MARIALIVIE LAQUE | 121.33 |
| DANICAJANE SOTILLEZA | 232.84 | TERESITA BARTE | 117.16 |
| KNEESSA GARRIDO | 211.72 | EVELYN MANCERA | 117 |
| CHERRYMAE FRANCO | 193.33 | ANNANN SANTOS | 116.71 |
| VANESSA LUBAS | 191.54 | CRISBEL SANCHEZ | 114.95 |
| ELLENE BALAIS | 190.63 | JOHNLERMYHER MODILLAS | 112.94 |
| JEVANHOPE BALTAZAR | 188.87 | JHOANNAH SCHUCK | 112.02 |
| KING VALDEZ | 186.36 | MARVIN PETRALBA | 110.84 |
| CHARLIEBOY MONGE | 185.35 | ANNIEROSE DULANG | 110.33 |
| WILMA LABASTILLA | 182.21 | MICHELLE CABAUG | 110.07 |
| HANSILMARKGAMALIEL BAE | 180.77 | AILYNJANE LUMOMBANG | 109.44 |
| AURAKRISLEEN DADOL | 175.47 | ELLEN JAINAR | 108.52 |
| MECHELLE BASCO | 172.49 | ROSARIO TAGOTILLA | 106.47 |
| ALTHEACHLOE GABUNILAS | 168.04 | PRINCESSKATHLEEN FORTICH | 105.1 |
| JEANLY MENDOZA | 167.27 | FLORDELIZA TARUC | 105.1 |
| BERNIE ABENIDO | 165.87 | RODOLFJOHN RODRIGUEZ | 101.66 |
| WENNELYN OLAVIDEZ | 160.39 | LEONISA MARCABAN | 100.63 |
| GIRLIE ARGOMIDO | 158.48 | MICHELLE ACASIO | 99.34 |
| ZAYIN GAMBOA | 156.57 | | |
| MARYJANE BURLAT | 153.99 | | |



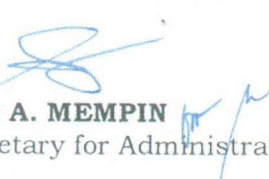


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

5 January 2024

MEMORANDUM
OUA-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.

Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph



DepEd Philippines



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@DepEd_PH



www.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.