



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

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March 5, 2024

**DIVISION MEMORANDUM**

No. **157**, s. 2024

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

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Unit and Section Heads  
All Teaching and Non-Teaching Personnel

1. Anent to **Regional Memorandum No. 44, s. 2023** re: **IMPLEMENTATION OF STORAGE LIMITS FOR GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS AND STRICT ADHERENCE TO UTILIZE MICROSOFT 365 AS THE OFFICIAL ONLINE COLLABORATION AND CLOUD STORAGE PLATFORM**, this office reiterates the strict compliance to the guidelines set in the said issuance.
2. This office is reminding all Google Workspace for Education account holders that the permitted shared storage for DepEd personnel, schools and field offices is **100GB** and **20GB** for learners.
3. 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. The Information and Communications Technology Service (ICTS) of the DepEd Central Office reserves the right to delete unnecessary files, particularly those that have exceeded the storage limits, after due process.
4. Prior to the deletion of files, the ICTS of DepEd Central Office 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 as stated in the above-mentioned regional memorandum.
5. To ensure that files will not be removed, users must stay within the prescribed storage limit. All users are reminded that Google Worskpace for Education access



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**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** pampanga@deped.gov.ph  
**Website:** www.depedpampanga.ph



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is provided in the interest of education and public service. The storage of **personal files, copyrighted materials**, or contents unrelated to government business is strictly prohibited. Users are directed to delete unnecessary files and stay within the storage limits.

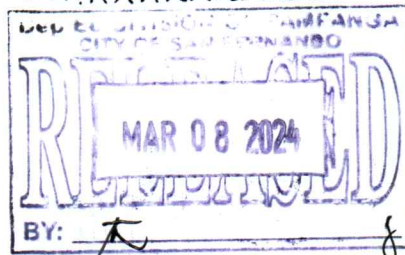
6. Users may download their files using this link to move their files to any storage available:

<https://takeout.google.com>

7. For questions and concerns, you can contact the Division Information and Communications Technology (ICT) Unit through this email address, [pampanga.icts@deped.gov.ph](mailto:pampanga.icts@deped.gov.ph).
8. For immediate dissemination and strict compliance.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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