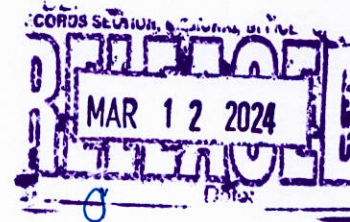




Republic of the Philippines
Department of Education
CARAGA REGION



March 11, 2024

REGIONAL MEMORANDUM

No. 0236, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**CALL FOR ACTION FOR DEPED PERSONNEL WHO EXCEEDED THE
ALLOWABLE GOOGLE STORAGE LIMIT**

1. This is in reference to the memorandum OUA-OUT-022924-I1-1 re: "Reiteration of the implementation of the storage limits for DepEd Google Workspace for Education accounts", dated February 29, 2024.
2. SDOs are directed to enforce action to reduce Google storage by instructing their office and school personnel who have exceeded the 100GB Google storage limits to delete unnecessary files and/or transfer their files to another storage. The list of SDO and school personnel has been shared with all Division IT Officers. Below is the summary per division:

Division Office	# of Personnel (SDO and school) who exceeded Google Storage Limit	Division Office	# of Personnel (SDO and school) who exceeded Google Storage Limit
Agusan del Norte	66	Dinagat Islands	5
Agusan del Sur	78	Siargao Islands	12
Bayugan City	34	Surigao City	35
Bislig City	40	Surigao del Norte	40
Butuan City	96	Surigao del Sur	93
Cabadbaran City	21	Tandag City	15

3. Deleting files and/or transferring them to another storage are ways to reduce the exceeded storage limits of DepEd, thereby restoring the full capabilities of the Google Workspace.
4. The deadline for deleting or transferring files is March 14, 2024. Failure to comply with the given deadline, ICTS will delete the user's unnecessary files, particularly those that have exceeded the storage limit.



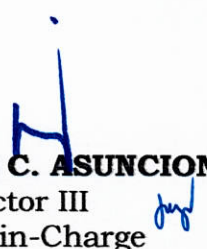
Address: J.P. Rosales Avenue, Butuan City
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5. For assistance, SDO personnel may coordinate with their Division ITO officer, and school personnel may coordinate with their school ICT coordinator.
6. For immediate dissemination and compliance.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: None

Reference/s: Memorandum OUA-OUT-022924-I1-1

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

GOOGLE WORKSPACE

MICROSOFT ACCOUNTS

DEPED ACCOUNTS

ORD/mma
03/11/2024



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