



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

13 October 2022

DIVISION MEMORANDUM
No. 45, s. 2022

LIMITED STORAGE FOR ALL EDUCATIONAL GOOGLE ACCOUNT

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
Schools ICT Coordinators
All Teaching Personnel
All Non-Teaching Personnel
All Learners
This Division

1. The Department of Education aims to improve its governance by providing tools that promote a culture of collaboration and communication and improve performance of tasks. With this, the Department of Education provided its employees, teachers, and students with the tools which includes the G Suite for Education.
2. In the past, Google provided the Department of Education with unlimited storage as part of the Google Workspace for Education program where qualified institutions readily use at no cost.
3. Last year, information was disseminated that DepEd will no longer be given unlimited storage access. **The unlimited storage will end officially on October 17, 2022**, and each user will only be given 20 GB storage space.
4. In line with these changes, each personnel and learner should download the files saved on their Google Account and save it on an external drive or save it to the One Drive account associated to every Microsoft Office 365 account.
5. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.





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OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

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

INFORMATION TECHNOLOGY

OSDS/SRD

