



**Office of the Vice President for Development**

Memorandum No. EAZ-2022-01

**Date:** 13 June 2022

**For:** **The Vice Presidents**

Office of the Vice President for Academic Affairs  
Office of the Vice President for Planning and Finance  
Office of the Vice President for Administration  
Office of the Vice President for Public Affairs  
Office of the Vice President for Legal Affairs

**Office of the Secretary of the University and the Board of Regents**

**The Chancellors**

UP Baguio  
UP Cebu  
UP Diliman  
UP Los Baños  
UP Manila  
UP Mindanao  
UP Open University  
UP Visayas

**The Director, UP PGH**

**Subject:** **Updates on the Google Storage**

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In response to the policy change made by Google affecting all educational institutions worldwide, UP will subscribe to *Google Workspace for Education Plus*<sup>1</sup>. The subscription will be based on the University's current storage utilization with additional capacity to cover the projected 10% increase in the number of users and demand. In this regard, it may no longer be necessary for **all** UP users to migrate data and files stored in the UP Google accounts to other platforms to avoid data loss.

Upon procurement of the subscription, Google will even allow UP to have unlimited storage until 21 December 2022. We are now negotiating with Google to further extend the University's unlimited storage until 30 June 2023.

Rest assured that the Office of the Vice President for Development - Information Technology Development Center (OVPD-ITDC) will closely monitor the use of the storage and that necessary recommendations will be made in order to support the data storage needs of all UP users.

We enjoin you to ensure that this information is disseminated to all offices within your respective units.

Thank you very much.

**ELVIRA A. ZAMORA**  
Vice President for Development

Cc: Office of the President

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<sup>1</sup> Gmail (UP Mail), Google Drive, Google Photos, Google Docs, Google Sheets, Google Slides, Google Forms, and all other Google apps