



Competence Service Uprightness

MANAGEMENT INFORMATION SYSTEM (MIS) OFFICE

MIS-MEMO

Memorandum

No. 24, s. 2022

TO : **ALL CSUCC PERSONNEL AND STUDENTS**

DATE : **NOVEMBER 21, 2022**

SUBJECT : **WORKSPACE STORAGE SPACE QUOTAS FOR CSUCC PERSONNEL AND STUDENTS**

Good day!

To regulate the utilization of Google Workspace storage in the CSUCC domain, the office would like to inform all CSUCC students and personnel that **effective January 2023**, the User will be allocated with the following limited amount of disk space (i.e., disk quota) for messages, web pages, and collaboration data.

- **PERSONNEL : 50 GB**
- **STUDENTS : 30 GB**

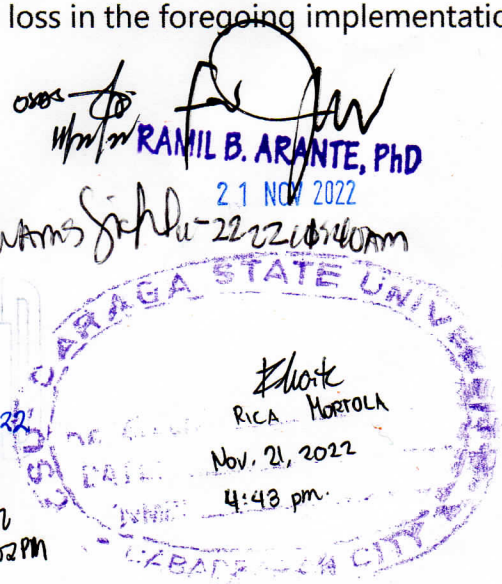
To avoid losing important files in the process, Users who have exceeded the Workspace disk quota are, therefore, requested to have their files backup prior to the operation. This memorandum is issued early on to give them ample time for backup, hence, the office will not be responsible for any loss in the foregoing implementation.

For guidance and information. Thank you.

RYAN O. CUAREZ, MSIT
 Head, MIS Office

Noted by
MARILYN B. CASTILLO, Ed.D.
 Chancellor

Email Address: mis@csucc.edu.ph
 Contact: (085) 818-5936



Guidance office 11/23/22

Supply 11/23/22

ADL 11/23/22

RANIL B. ARANTE, PhD 21 NOV 2022

Quansy 11/22/22 10:40 AM

CEIT

Received by 11/23/22

11/21/22 5:52 PM

Received by CBA 11/21/22

Received by 11/23/22 3:54 AM

received: 11/21/22

Received: 11/21/22

Received OASFA 11/22/22

Received 11/21/22

Received 11/21/22

Received 11/21/22