



July 18, 2017

DIVISION MEMORANDUM
No. 187 s. 2017

TO: OIC, Assistant Schools Division Superintendent
CID Chief
OIC, SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
All Unit and Section Heads
All Concerned

GUIDELINES ON FILE BACK-UP AND AVAILABILITY OF SERVICEABLE UNITS

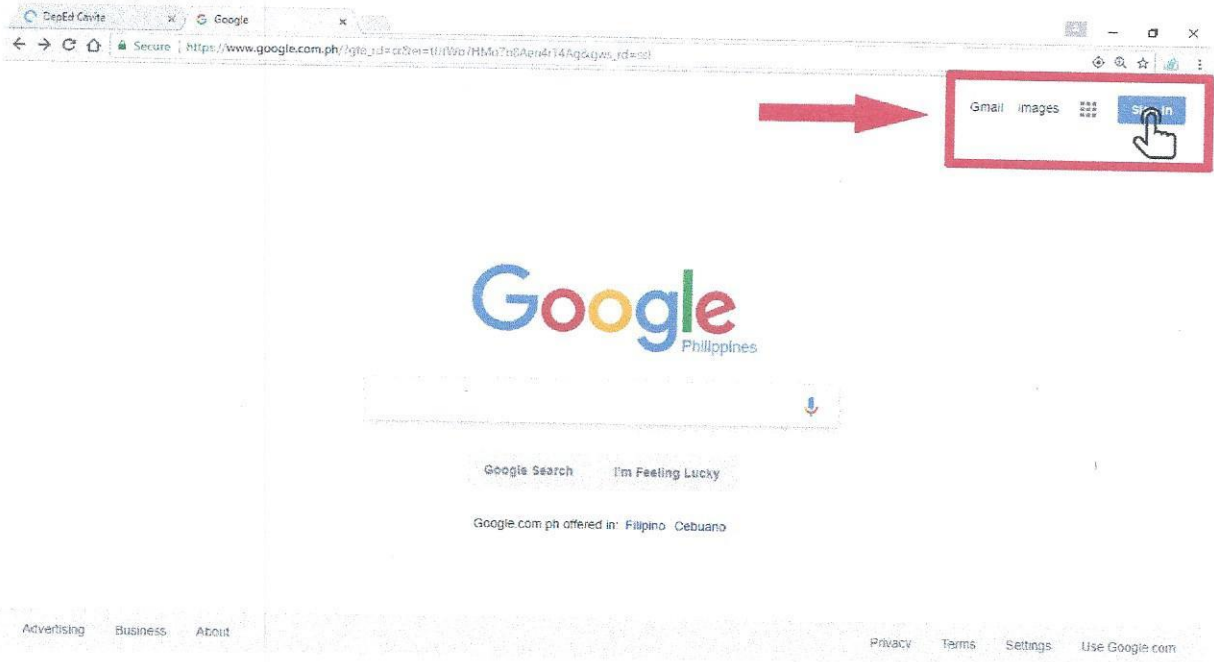
1. To address the risk of data loss, this division requires every personnel to perform regular file back-up using secondary storage media such as external HDD and thumb drives or uploading files to cloud storage/official Google drive supported by personal DepEd email accounts.
2. Attached herewith is the comprehensive step by step procedures in uploading folders/files in Google drive. The IT Officer will conduct a verification for the strict compliance on or before July 31, 2017.
3. More so, to ensure that all division personnel can still perform their duties and responsibilities despite occurrence of technical issues and a need for internet connectivity, two serviceable computer units in ICT Services are made available.
4. Immediate dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

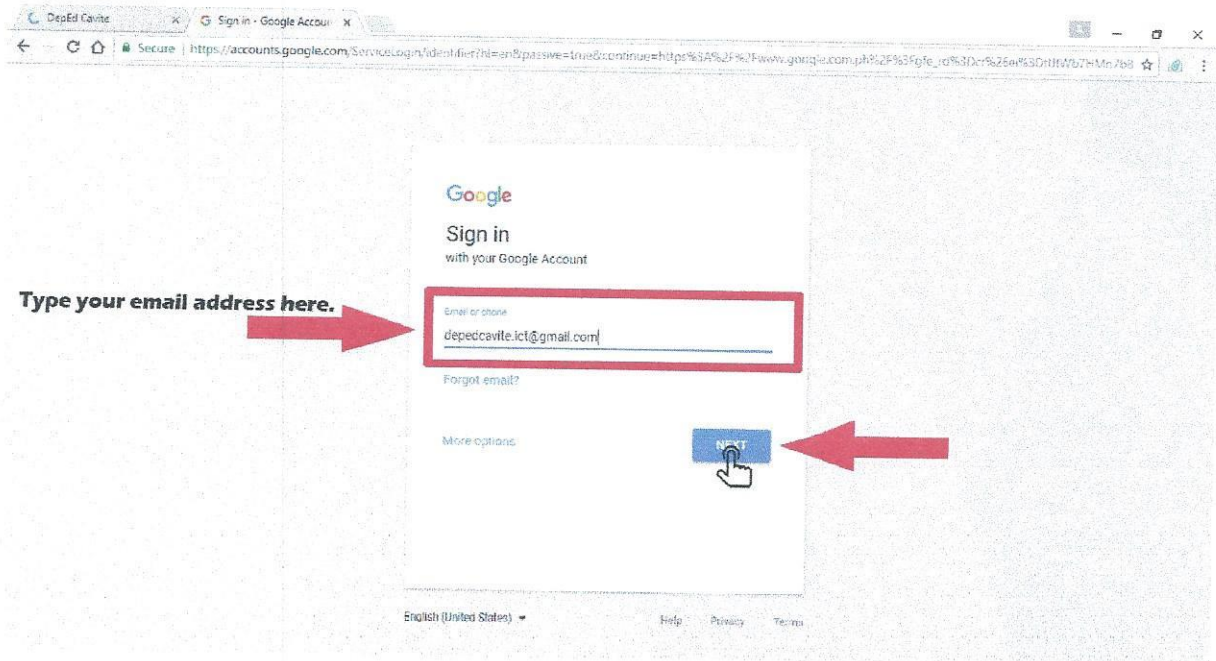
Enclosure 1 to Division Memorandum no. 187 s. 2017

UPLOADING FOLDER AND FILES USING GOOGLE DRIVE.

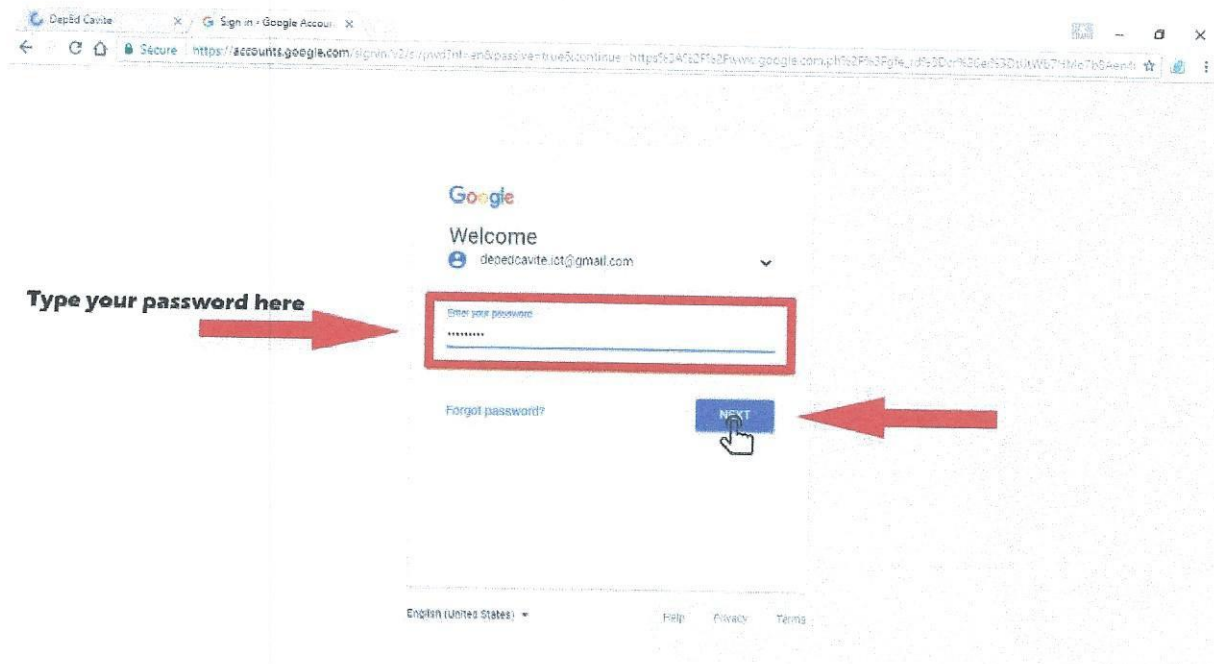
Step 1. Type <https://www.google.com.ph> to the URL bar and click Sign in button located to the upper right corner of the screen.



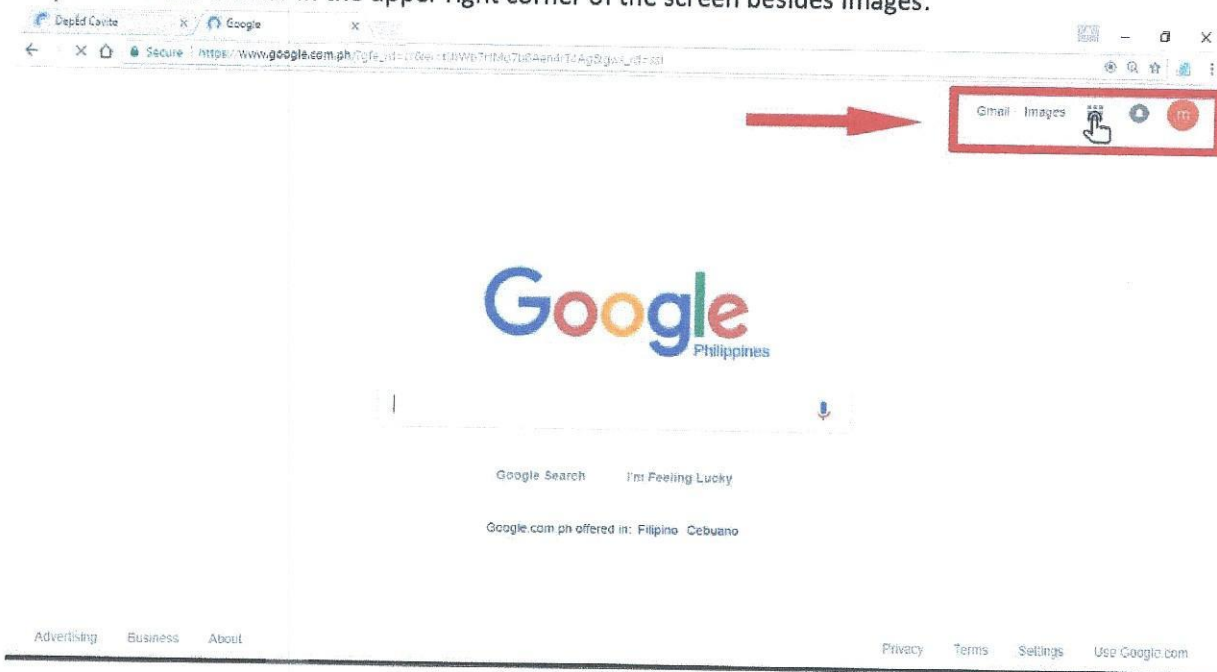
Step 2. Type your email address then click "Next" button.



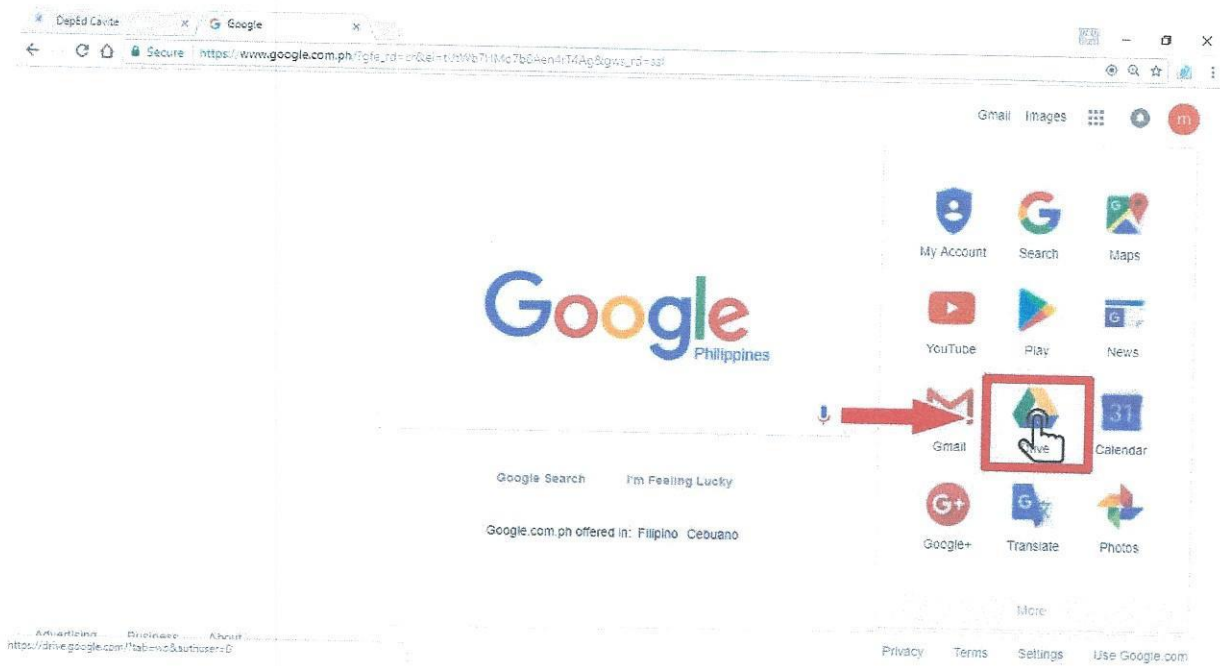
Step 3. Type your password and click "Next".



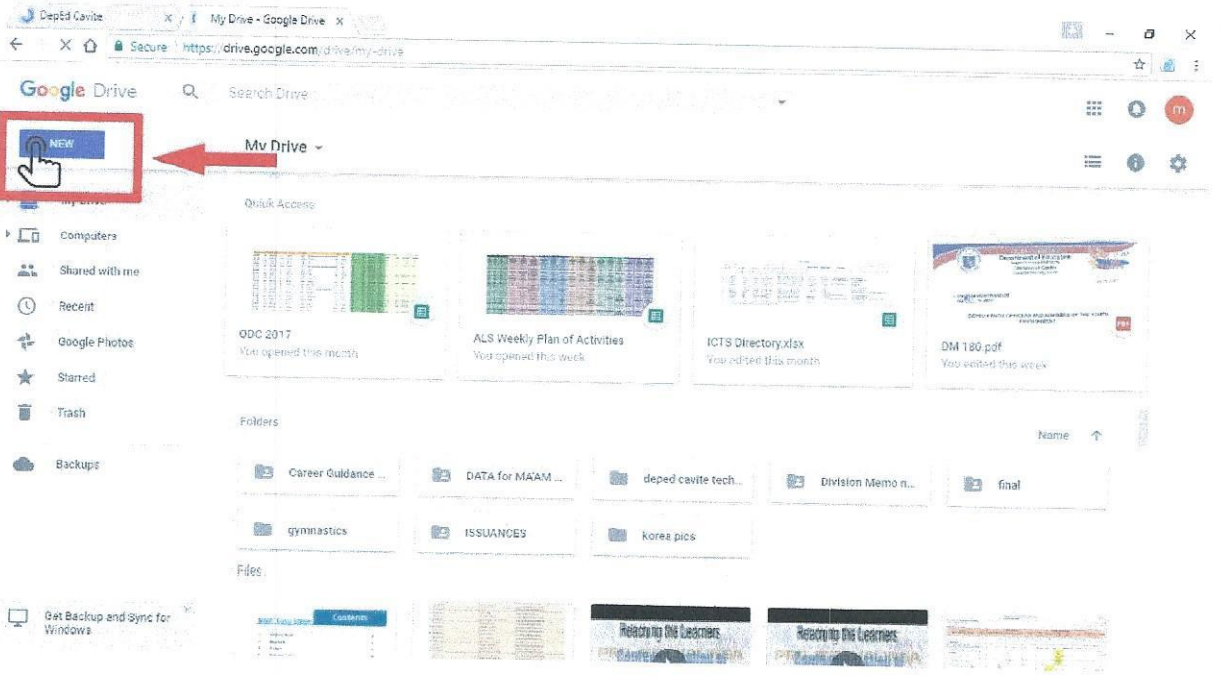
Step 4. Click the drawer in the upper right corner of the screen besides Images.



Step 5. Click the Drive icon below.

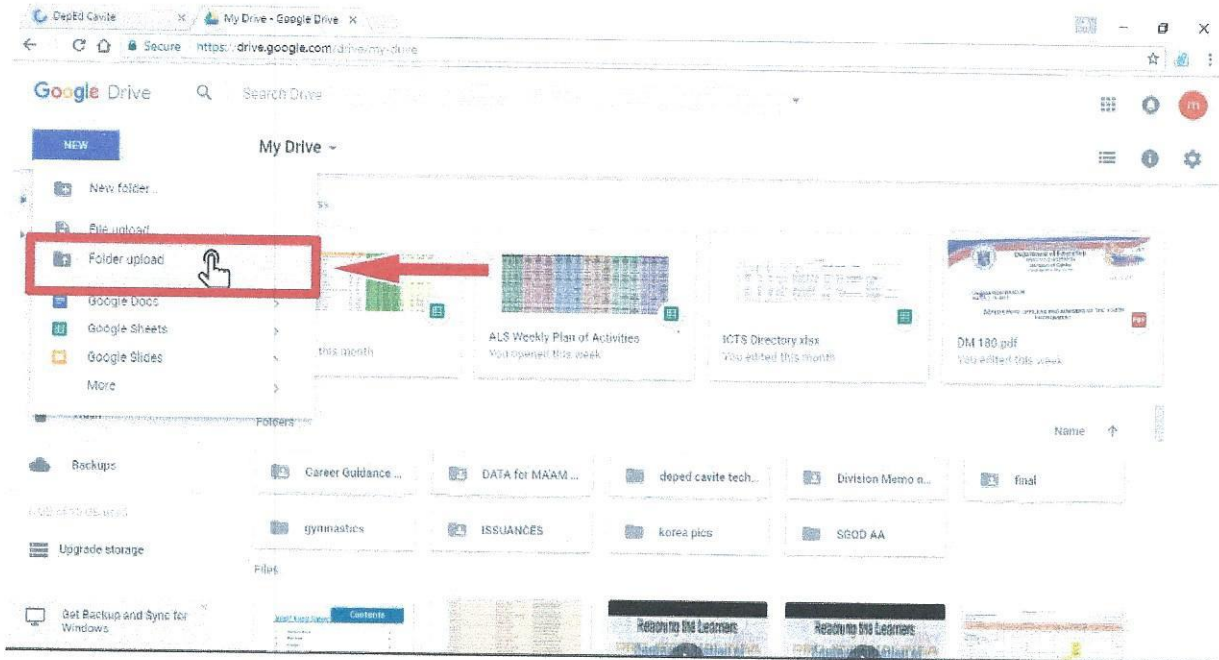


Step 6. Click the new button on the upper left corner of the screen under the logo of "Google Drive".

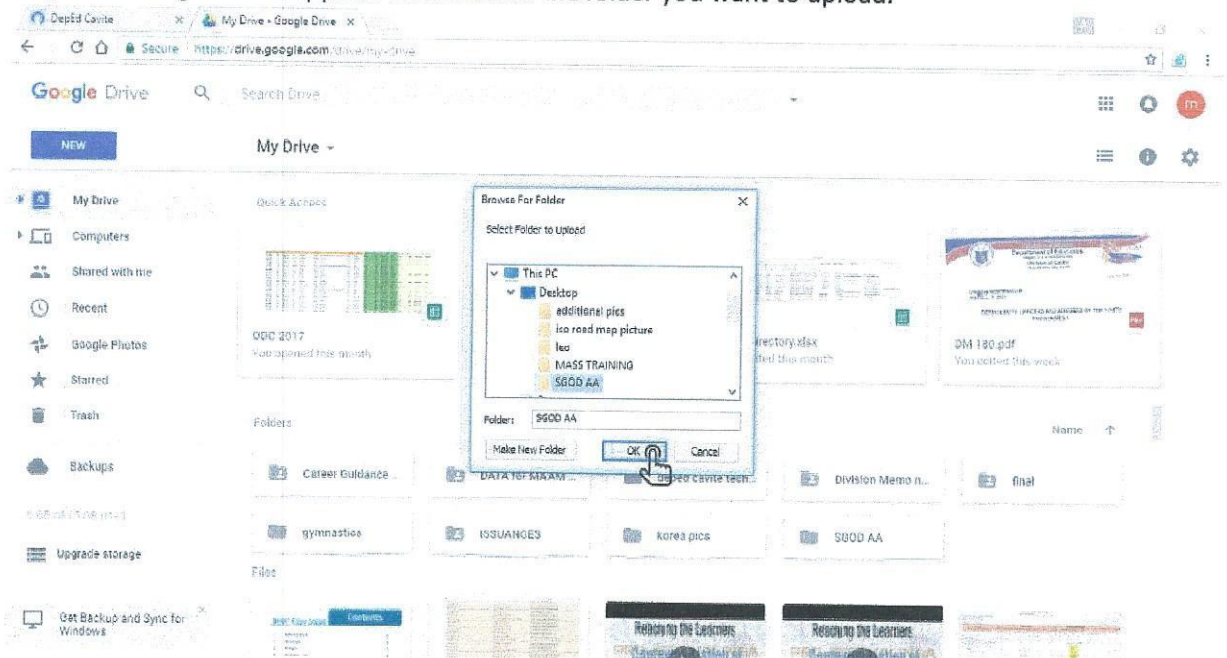


Steps for uploading a folder:

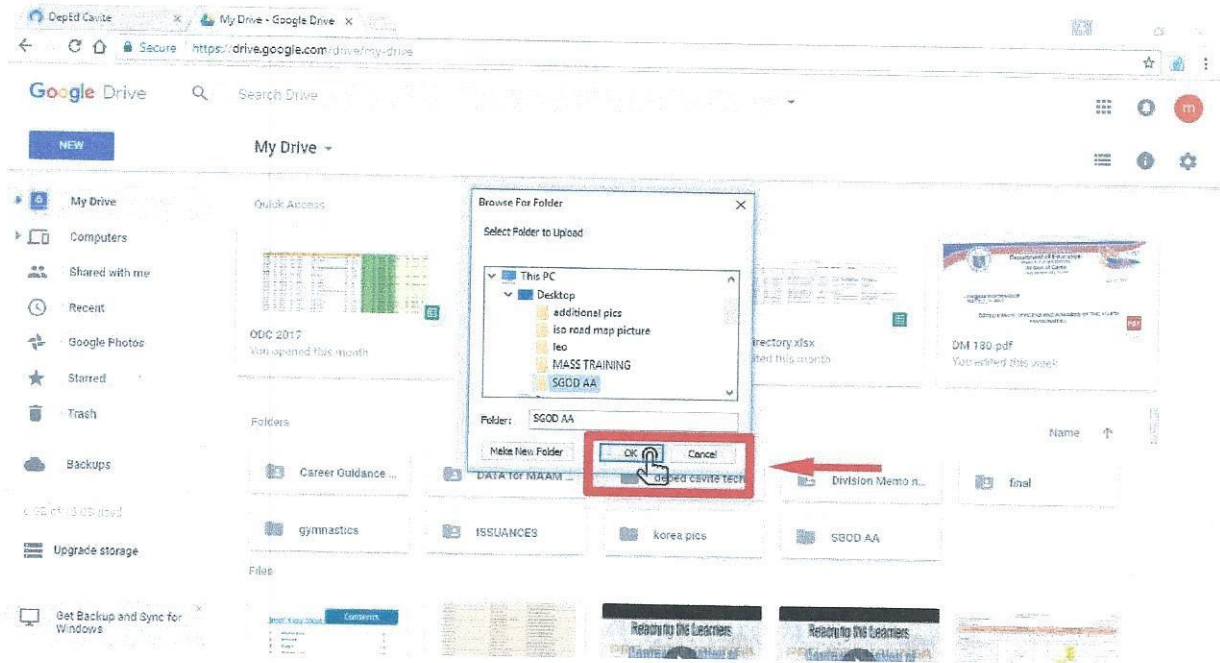
Step 7. Click Folder Upload.



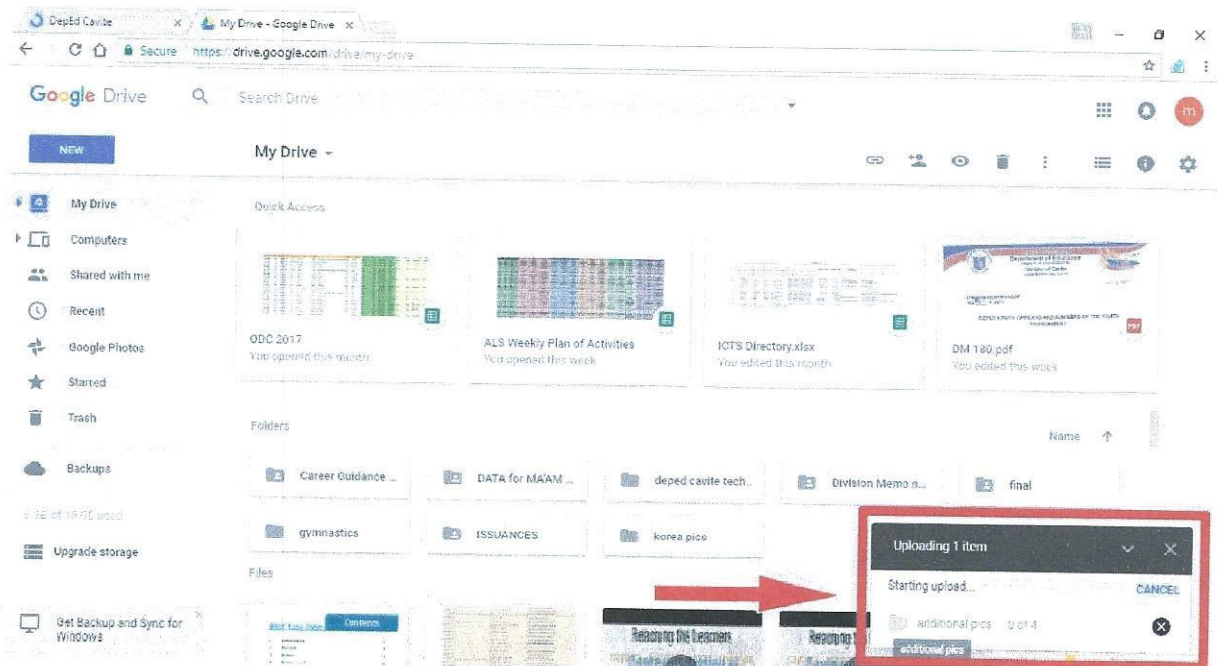
Step 8. A dialog box will appear. Now Browse the folder you want to upload.



Step 9. Click OK button.

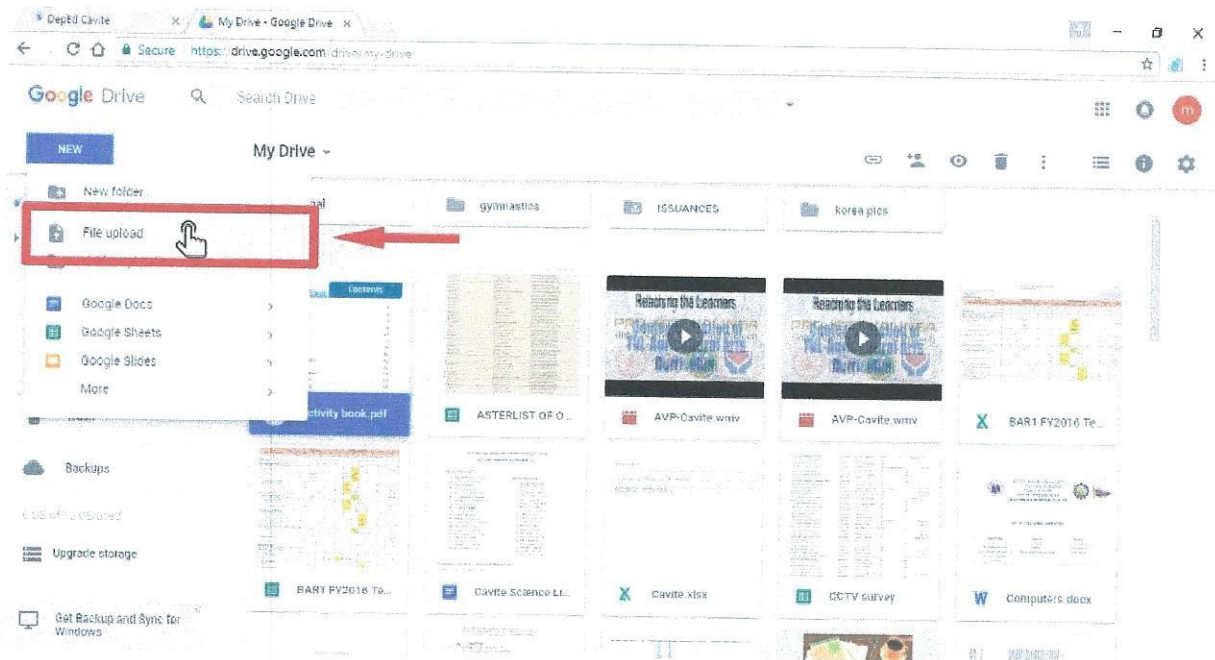


Step 10. A progress dialog will appear in the lower right corner of the screen. Wait until finished.

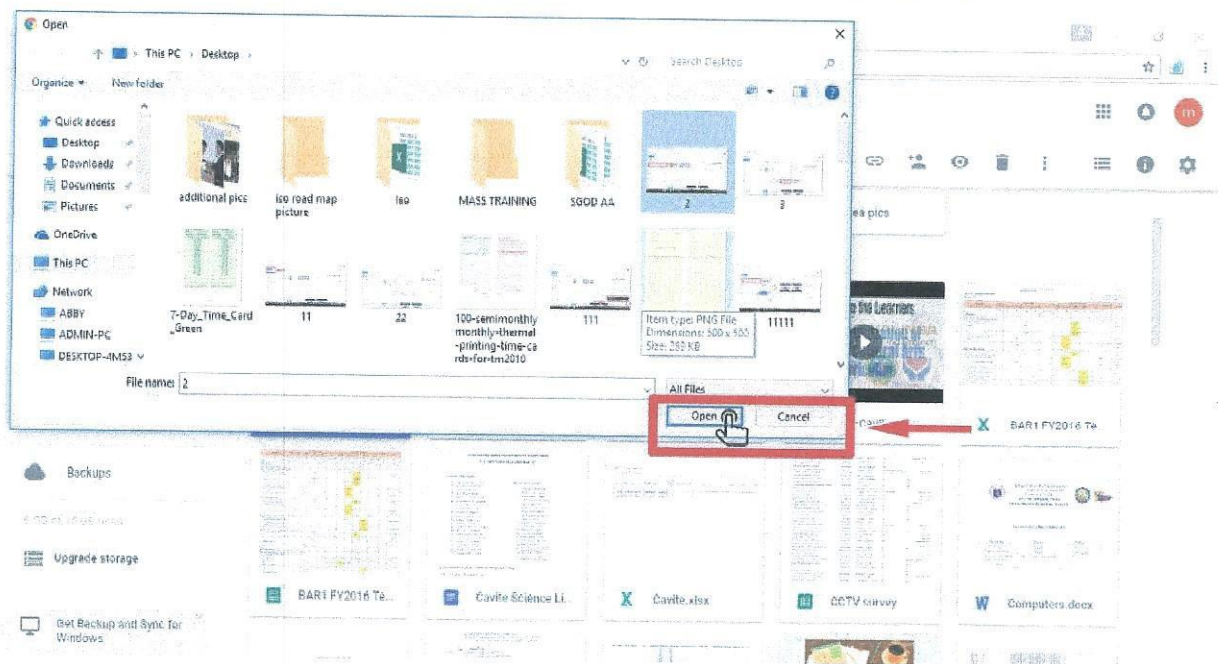


Steps for uploading a file:

Step 11. Click File Upload.



Step 12. Explorer will appear. Browse to the file to upload. Then click "Open Button".



Step 13. A progress dialog will appear in the lower right corner of the screen. Wait until finished.

