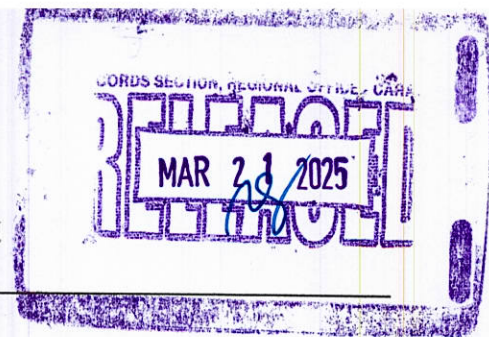




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0302** s. 2025

MAR 20 2025

To: Schools Division Superintendents
All Others Concerned

USE OF THIRD-PARTY CONTENT IN THE DEVELOPMENT OF LEARNING RESOURCES
TO BE PRINTED, UPLOADED TO THE DEPED WEBSITE, PORTAL, AND OTHER
DISTANCE LEARNING PLATFORMS

1. The Department of Education (DepEd), in partnership with the Filipinas Copyright Licensing Society, Inc. (FILCOLS) will facilitate obtaining consent for the use of copyrighted third-party materials used in DepEd-Developed Learning Resources (DDLRs).
2. In connection with this, Learning Resource Development Teams (Writers and Illustrators) of the region and the Schools Division Offices (SDOs) are directed to submit/upload the following requirements for requesting copyright permission:
 - a. An Inventory of Third-Party Contents in Excel form;
 - b. Signed and scanned Inventory of Third-Party Contents; and
 - c. Digital files of the Learning Resources (LRs) with the Third-Party Contents, to be uploaded via this link:
<https://tinyurl.com/CARAGA-3rd-PartyContent>
3. The following files can be accessed in the drive:
 - Inventory of Third-Party Contents,
 - Brief Description of Items in DepEd's Inventory of Third-Party Contents (a guide to accomplish the form),
 - Template of Copyright Notice,
 - FILCOLS List of Members
 - FILCOLS List of Publishers, and
 - List of works and corresponding authors as of December 9, 2024.

4. The deadline of submission and uploading of files is as follows:

Coverage	Date of Submission	
	Uploading via OneDrive Link	Submission of Signed Template
1 st Quarter	On or before March 31, 2025	March 31, 2025
2 nd Quarter	On or before June 30, 2025	June 30, 2025

3 rd Quarter	On or before September 30, 2025	September 30, 2025
4 th Quarter	On or before December 15, 2025	December 15, 2025

5. For the submission of the signed Inventory of Third-Party Contents, requests of documents/templates in the link, and other inquiries or clarifications, please contact Ms. Analiza S. Dy, Senior Education Program Specialist of BLR Production Division at telephone numbers (02) 631-3690 and 634-0901, and send an email through analiza.dy@deped.gov.ph.

6. For information and compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

Reference: DepEd Memorandum DM-CT-(2025-043 dated February 19, 2025)
To be indicated in the Perpetual Index
under the following subjects:

INVENTORY

LEARNING RESOURCES

RIGHTS

CLMD/mfm

02/28/2025



Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (085) 225-1151

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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM OM-CT-2025-

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : **GINA O. GONONG**
Undersecretary for Curriculum and Teaching

SUBJECT : **USE OF THIRD-PARTY CONTENT IN THE DEVELOPMENT
OF LEARNING RESOURCES TO BE PRINTED, UPLOADED
TO THE DEPED WEBSITE, PORTAL, AND OTHER DISTANCE
LEARNING PLATFORMS**

DATE : **February 17, 2025**

The Department of Education (DepEd), in partnership with the Filipinas Copyright Licensing Society, Inc. (FILCOLS), ensures compliance with Republic Act No. 8047 by developing and licensing learning resources (LRs) for public schools. FILCOLS, as the government-accredited collective management organization for the text and image sector, administers, licenses, and enforces reproduction rights on behalf of authors, publishers, and other rights holders.

In connection with this, we are providing a folder for all schools division offices (SDOs) and regional offices (ROs) that served as the development team to upload the following requirements for requesting copyright permission: a) Inventory of Third-Party Contents in Excel form, b) Signed Inventory of Third-Party Contents, and c) Digital Files of LR with Third-Party Contents. The folder may be accessed through this link <https://bit.ly/thirdpartycontents>.

Please note that the deadline for submission and uploading of files is as follows:

Coverage	Date of Submission	
	Uploading via OneDrive Link	Submission of Signed Template
1st Quarter	On or before March 31, 2025	March 31, 2025
2nd Quarter	On or before June 30, 2025	June 30, 2025
3rd Quarter	On or before September 30, 2025	September 30, 2025
4th Quarter	On or before December 15, 2025	December 15, 2025

The Bureau of Learning Resources (BLR) shall forward the submitted files to FILCOLS before reproducing or utilizing them. FILCOLS will thereby provide DepEd a duly notarized certification that the copyright owners granted consent to using or copying their material in DepEd's LR.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

Furthermore, the following files may also be accessed in the drive to serve as reference:

- Inventory of Third-Party Contents,
- Brief Description of Items in DepEd's Inventory Third-Party Contents (guide to accomplish the form),
- Template for Copyright Notice,
- FILCOLS List of Members,
- FILCOLS List of Publishers, and
- Names with the list of works as of December 9, 2024.

For submission of the signed Inventory of Third-Party Contents, request documents mentioned above, and for any queries or clarifications, please contact **Ms. Analiza S. Dy, Senior**, Education Program Specialist of the BLR-Production Division, at telephone numbers (02) 631-3690 and 634-0901, and send an email through analiza.dy@deped.gov.ph, copy furnished the blr.lrp@deped.gov.ph.

Immediate dissemination of this Memorandum is requested.

*cc: Office of the Secretary
Department of Education*

MALCOLM S. GARMA
OIC-Undersecretary for Operations

Inventory of Third-Party

INVENTORY OF THIRD-PARTY CONTENTS

[illegible]

Prepared by:

Date:

(Signature over Printed Name)

Title/Description of Third-party Content
--

Inventory of Third-Party

[illegible]

Brief Description of Items in DepEd's Inventory Third-Party Contents

This will be used by the Collective Management Organizations (FILCOLS) to determine the works used and their authors (publishers and other copyright owners) to be able to grant permission for used of the Third-Party Contents.

Item	Description	Example
Title of Learning Resource		Learning Activity Sheet for Kindergarten
Grade Level/program		Kinder/MATATAG Implementation
Type of Learning Resource		Learning Activity Sheet
Title/ Description of Third-party Content	Title refers to the complete name of the work used. The content description refers to the kind of text (poem, short story, novel, essay or article) or image (photo or drawing) used.	Example 1: Title: ABNKKBSNPL Ako Content description: This is a funny novel about the author's experiences as a public school student written in Filipino. Example 2: Title: Making Mindanao: Cotabato and Davao in the Formation of the Philippine Nation-State Content description: This is a book on history, politics, and government with a particular focus on Mindanao. Example 3 Title: Nang Magmahal ang Kamatis Content description: This is a poem on the high price of tomatoes while tons of tomatoes harvested in the Cordilleras are left to rot; which the author connected to the ongoing political issues in the country.
Creator	Creator is the natural person (human being and not AI) who authored the work.	Example 1 Bob Ong (Filipino author's pen name.

		Real name unknown.) Example 2 Patricio N. Abinales (Filipino author and professor based in Hawaii) Example 3 Rio Alma (pen name of National Artist Virgilio S. Almario)	
Copyright Holder	Copyright holder is the natural person or juridical entity (like a publishing house or estate holder) which has the right over the work under the Intellectual Property Code of the Philippines (IP Code). National Artist Nick Joaquin's works are managed by Atty. Andrea Pasion-Flores who is the manager of the Nick Joaquin Estate. This means that she is empowered by the IP Code to be the copyright holder. She can grant permissions for the use of Joaquin's works. Atty. Andrea is also the vice chair of FILCOLS. In the examples below, Bob Ong and Rio Alma are the copyright holders of their works. Both used pen names. However, only Rio Alma is willing to show himself before the public as the person Virgilio S. Almario. Bob Ong prefers to be anonymous and is known only to his publisher. Remuneration (or payment) for reusing their works belongs to them solely. Patricio N. Abinales and Ateneo Press share copyright ownership as expressed in the author's publishing contract. This means	Example 1 The author who calls himself Bob Ong. Not shared with his publisher. Example 2 Patricio N. Abinales and the Ateneo de Manila University Press Example 3 Virgilio S. Almario	

	that the remuneration (or payment) for reusing Abinales's work is shared with his publisher.	
Source and Contact Detail		Example 1 Published book. Bob Ong can be contacted via his publisher Ms. Nida Ramirez (19th Avenida Publishing, www.myavenida.com). The former publisher of Bob Ong's books called Visprint dissolved its company. Example 2 Published book. The author and publisher may be contacted via https://unipress.ateneo.edu/ Example 3 Digitally published on Rio Alma's FB page. https://www.facebook.com/vsalmario
Condition of Use	This refers to the specific terms and limitations set by the copyright owner in using the work legally. This may be reflected as copyright notices and icons in conspicuous areas. Copyright notice on the copyright page of printed works, icons and descriptions of Creative Commons licenses, descriptions of copying limitations in terms and conditions, and end-user license agreements.	Example 1 With permission for educational and noncommercial only Example 2 Creative common share -alike license Example 3 Free for public use