



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 355, s. 2025

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

To: Schools Division Superintendents
 All Others Concerned

1. 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 the authors, publishers, and other rights holders.

2. In view of the above, the Bureau of Learning Resources (BLR) provides a folder which is accessible through <https://bit.ly/thirdpartycontents> for all Schools Division Offices (SDOs) and Regional Offices (ROs) for the uploading of the following requirements in requesting copyright permission:

- a. Inventory of Third-Party Contents in Excel Form;
- b. Signed Inventory of Third Party Contents; and
- c. Digital Files of LRs with Third-Party Contents.

3. Below is the deadline for the submission and uploading of files:

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 Sept. 30, 2025	September 30, 2025
4th Quarter	On or before Dec. 15, 2025	December 15, 2025

4. The BLR shall forward the submitted files to FILCOLS before reproducing or utilizing them. FILCOLS will thereby provide DepEd a duly notarized certification that the copyrighted owners granted consent to use or copy their materials in the DepEd LRs.

5. Moreover, the following files that may serve as references are also accessible in the drive:

- * Inventory of Third Party-Contents;
- * Brief Description of Items in the DepEd's Inventory of Third-Party Contents (Guide in Accomplishing the Form);
- * Template for Copyright Notice;
- * FILCOLS List of Members;



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Effectivity	11.18.2024	Page	1 of 2



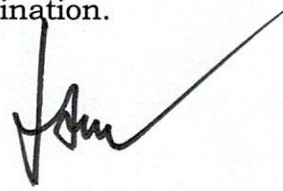
Certificate No. PMP 0485
 24 92 9179

- * FILCOLS List of Publishers, and
- * Names with the List of Works as of December 9, 2024.

6. For any queries or clarifications, kindly get in touch with **Ms. Analiza S. Dy**, Senior Education Program Specialist of the Bureau of Learning Resources-Production Division at telephone numbers (02) 631-3690 and 634-0901 or send an email through analiza.dy@deped.gov.ph, copy furnish the blr.lrpd@deped.gov.ph.

7. Attached is the Unnumbered Memorandum OM-CT-2025 titled **Use of Third-Party Contents in the Development of Learning Resources to be Printed, Uploaded to the DepEd Website, Portal, and other Distance Learning Platforms** dated February 17, 2025 for reference.

8. For information, guidance and immediate dissemination.



TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: Unnumbered OM-CT-2025
To be indicated in the Perpetual Index
Under the subject:

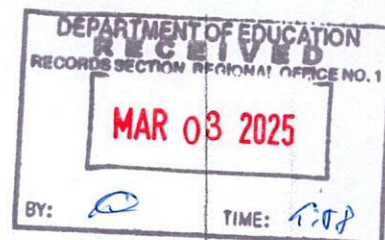
LEARNING RESOURCES

CLMD-LRMS/gaa/RM_UseofThirdPartyContents
March 5, 2025



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 : *[Signature]*
GINA O. GONONG, JR.
 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.

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DepEd RO1



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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

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/ <i>program</i>		Kinder/MATATAG Implementation
Type of Learning Resource		Learning Activity Sheet
Title/ Description of Third-party Content	<p>Title refers to the complete name of the work used.</p> <p>The content description refers to the kind of text (poem, short story, novel, essay or article) or image (photo or drawing) used.</p>	<p>Example 1:</p> <p>Title: ABNKKBSNPL Ako</p> <p>Content description: This is a funny novel about the author's experiences as a public school student written in Filipino.</p> <p>Example 2:</p> <p>Title: Making Mindanao: Cotabato and Davao in the Formation of the Philippine Nation-State</p> <p>Content description: This is a book on history, politics, and government with a particular focus on Mindanao.</p> <p>Example 3</p> <p>Title: Nang Magmahal ang Kamatis</p> <p>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.</p>
Creator	Creator is the natural person (human being and not AI) who authored the work.	<p>Example 1</p> <p>Bob Ong (Filipino author's pen name.</p>

		<p>Real name unknown.)</p> <p>Example 2</p> <p>Patricio N. Abinales (Filipino author and professor based in Hawaii)</p> <p>Example 3</p> <p>Rio Alma (pen name of National Artist Virgilio S. Almario)</p>	
<p>Copyright Holder</p>	<p>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).</p> <p>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.</p> <p>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.</p> <p>Patricio N. Abinales and Ateneo Press share copyright ownership as expressed in the author's publishing contract. This means</p>	<p>Example 1</p> <p>The author who calls himself Bob Ong. Not shared with his publisher.</p> <p>Example 2</p> <p>Patricio N. Abinales and the Ateneo de Manila University Press</p> <p>Example 3</p> <p>Virgilio S. Almario</p>	

	that the remuneration (or payment) for reusing Abinales's work is shared with his publisher.		
Source and Contact Detail		<p>Example 1</p> <p>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.</p> <p>Example 2</p> <p>Published book. The author and publisher may be contacted via https://unipress.ateneo.edu/</p> <p>Example 3</p> <p>Digitally published on Rio Alma's FB page. https://www.facebook.com/vsalmario</p>	
Condition of Use	<p>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.</p> <p>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.</p>	<p>Example 1</p> <p>With permission for educational and noncommercial only</p> <p>Example 2</p> <p>Creative common share -alike license</p> <p>Example 3</p> <p>Free for public use</p>	