

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



24 March 2025

Regional Memorandum
No.230 s. 2025

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

To **Schools Division Superintendents**

- In reference to the Department of Education (DepEd) Memorandum OM-CT-2025-143 dated February 17, 2025, regarding the use of third-party content in the development of learning resources (LRs) to be printed, uploaded to the DepEd website, portal, and other distance learning platforms, this Office directs all Schools Division Offices (SDOs) in the region to comply with the prescribed guidelines and submission requirements.
- DepEd, in collaboration with the Filipinas Copyright Licensing Society, Inc. (FILCOLS), ensures adherence to Republic Act No. 8047 by properly managing and licensing learning resources for public schools. As such, all SDOs are required to submit the following documents requesting copyright permission:
 - Inventory of Third-Party Contents (Excel format)
 - Signed Inventory of Third-Party Contents
 - Digital Files of LRs with Third-Party Contents
- The submission folder may be accessed through this link: <https://bit.ly/thirdpartycontents>. Additionally, files specific to Region IV-A CALABARZON can be accessed through this link: <https://tinyurl.com/R4A-3rd-PartyContent>.

Submission Deadlines:


Coverage	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



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@depd.gov.ph
Website: depedcalabarzon.ph



4. The Bureau of Learning Resources (BLR) shall review the submitted files to FILCOLS before reproduction or utilization. FILCOLS will then provide DepEd with a duly notarized certification confirming that copyright owners have granted consent for the use or reproduction of their material in DepEd's learning resources.
5. For submission of the signed Inventory of Third-Party Contents and other required documents, or for any queries or clarifications, please coordinate with Ms. Analiza S. Dy, Senior Education Program Specialist of the BLR-Production Division at (02) 631-3690 and 634-0901 or via email at analiza.dy@deped.gov.ph, with a copy furnished to blr.lrp@deped.gov.ph.
6. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
OM-CT-2025-143

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : *[Signature]*
GINA O. GONONG, JTD
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.

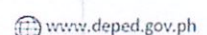
In connection with this, we are providing a folder for all schools division offices (SDOs) and regional offices (ROs) that served as the development team to upload the following requirements for requesting copyright permission: a) Inventory of Third-Party Contents in Excel form, b) Signed Inventory of 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 LRs.

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

CO (Bureau/Office)/ Region	Division	Grade Level/ Program	Learning Area	Title of Learning Resource	Type of Learning Resource	Title/ Description of Third-party Content

Prepared by: _____
(Signature over Printed Name)

Date: _____

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
<p>Title/ Description of Third-party Content</p>	<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>

DEPED REGIONAL OFFICE THIRD PARTY CONTENTS

Region I	Ilocos Region	https://tinyurl.com/RI-3rd-PartyContent
Region II	Cagayan Valley	https://tinyurl.com/RII-3rd-PartyContent
Region III	Central Luzon	https://tinyurl.com/RIII-3rd-PartyContent
Region IV-A	CALABARZON	https://tinyurl.com/R4A-3rd-PartyContent
Region IV-B	MIMAROPA	https://tinyurl.com/R4B-3rd-PartyContent
Region V	Bicol Region	https://tinyurl.com/R5-3rd-PartyContent
Region VI	Western Visayas	https://tinyurl.com/R6-3rd-PartyContent
Region VII	Central Visayan	https://tinyurl.com/R7-3rd-PartyContent
Region VIII	Eastern Visayas	https://tinyurl.com/R8-3rd-PartyContent
Region IX	Zamboanga Peninsula	https://tinyurl.com/R9-3rd-PartyContent
Region X	Northern Mindanao	https://tinyurl.com/R10-3rd-PartyContent
Region XI	Davao	https://tinyurl.com/R11-3rd-PartyContent
Region XII	SOCKSARGEN	https://tinyurl.com/R12-3rd-PartyContent
Region XIII	CARAGA	https://tinyurl.com/CARAGA-3rd-PartyContent
NCR	National Capital Region	https://tinyurl.com/NCR-3rd-PartyContent
CAR	Cordillera Autonomous Region	https://tinyurl.com/CAR-3rd-PartyContent
ARMM	Autonomous Region in Muslim Mindanao	https://tinyurl.com/ARMM-3rd-PartyContent

DEPED CENTRAL OFFICE THIRD PARTY CONTENTS

BAE	BUREAU OF ALTERNATIVE EDUCATION	https://tinyurl.com/BAE-3rd-PartyContent
DRRMS	DISASTER RISK REDUCTION AND MANAGEMENT SERVICE	https://tinyurl.com/DRRMS-3rd-PartyContent
BLD	BUREAU OF LEARNING DELIVERY	https://tinyurl.com/BLD-3rd-PartyContent
IPEO	INDEGENOUS PEOPLES EDUCATION OFFICE	https://tinyurl.com/IPEO-3rd-PartyContent
LCCS	LITERACY COORDINATING COUNCIL SECRETARIAT	https://tinyurl.com/LCCS-3rd-PartyContent
BCD	BUREAU OF CURRICULUM DEVELOPMENT	https://tinyurl.com/BCD-3rd-PartyContent
BLR	BUREAU OF LEARNING RESOURCES	https://tinyurl.com/BLR-3rd-PartyContent