



IPOPHL MEMORANDUM CIRCULAR No. 2020-036

SUBJECT: ALPHABETICAL SCHEDULE ON 24 - 27 AUGUST 2020 and MANDATORY ONLINE FILING AND PAYMENT STARTING ON 1 SEPTEMBER 2020

In light of the continuing risk to the health of IPOPHL workers and clients due to the COVID-19 national health emergency, please be advised of the following guidelines:

1. ALPHABETICAL SCHEDULE ON 24 – 27 AUGUST 2020

To minimize long queues and waiting times at the IPOPHL Main Office which increase the risk of COVID-19 transmission, the following alphabetical schedule shall be imposed on 24 – 27 August 2020:

First Letter*	Designated Day
A – C	August 24
D – H	August 25
I – O	August 26
P – Z	August 27

“If payor/filer is transacting for a law firm or company, first letter of the name of the law firm or company. If representing themselves or natural persons, first letter of payor’s/filer’s last name.”

Notwithstanding the above, clients with transactions covered by the new deadlines stated in Memorandum Circular No. 2020-028C shall be allowed entry to the Main Office on the day of their deadline to transact business.

2. MANDATORY ONLINE FILING AND PAYMENT STARTING ON 1 SEPTEMBER 2020

With the full capability of the IP Portal to accept online filing and payments, all filings, submissions, and payments shall be done online through IPOPHL’s online portal starting on **1 September 2020**.

Only payments of One Hundred Thousand Pesos (Php 100,000.00) and above per transaction shall be accepted at the Main Office.

A maximum of seventy-five (75) clients or visitors shall be allowed to enter the receiving area per day. IPOPHL receiving and cashiering counters will remain open from Mondays to Thursdays from 8:00 am to 3:00 pm only.

With the full transition of the IPOPHL from the manual/physical system to online transactions, the extended deadlines stated in previous Memorandum Circulars shall no longer be further extended.

For your concerns, please contact the following:

General information and all Bureaus

- Tel. No. (02) 7238-6300

Bureau of Legal Affairs

- *Email: bla@ipophil.gov.ph*

Bureau of Copyright and Related Rights

- *Email: copyright@ipophil.gov.ph*

Bureau of Patents

- *Email: bop@ipophil.gov.ph*

Bureau of Trademarks

- *Email: bot@ipophil.gov.ph*

Documentation, Information, & Technology Transfer Bureau

- *Email: dittb@ipophil.gov.ph*

Technology transfer and filing matters

- *Email: richmond.deleon@ipophil.gov.ph*

IT-related issues

- *Email: roger.tobongbanua@ipophil.gov.ph*

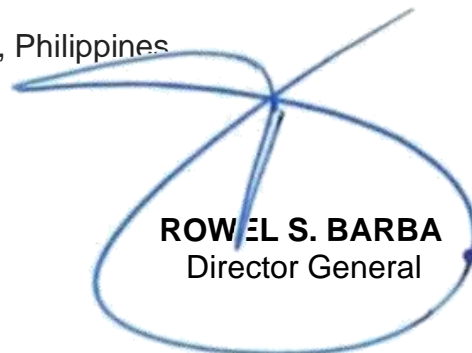
Online payments

- *Email: cynthia.fernandez@ipophil.gov.ph*

To assist applicants, we have video guides on online services uploaded in our website ***www.ipophil.gov.ph***.

The above guidelines shall take effect immediately and shall remain effective until further notice.

Done on this 21st day of August in Taguig City, Philippines



ROWEL S. BARBA
Director General