



IPOPHL MEMORANDUM CIRCULAR No. 2020-013B

**Subject : AMENDMENT TO ITEMS “1”, “3”, “4”, “8”, “11”, and “13”
OF IPOPHL MEMORANDUM CIRCULAR NO. 2020-13**

In light of Presidential Proclamation No. 944 dated 19 May 2020 declaring Monday, 25 May 2020, as a regular holiday throughout the country in observance of Eid'l Fitr (Feast of Ramadhan), Items 1, 3, 4, 8, 11, and 13 of IPOPHL Memorandum Circular No. 2020-13 are hereby amended as follows:

- "1. **Skeleton Workforce and Work-from-Home Arrangement.** IPOPHL shall resume limited regular operations at its main office commencing on 26 May 2020. To ensure continuity in the delivery of its services, taking into account medical and logistical considerations, each Director/Unit Head shall decide on the number of personnel to comprise the skeleton workforce up to a maximum of 40% of the bureau or unit's total number of manpower comprising permanent and co-terminus employees, contract of service personnel, and job order personnel. Personnel who are not part of the skeleton workforce shall work from home."
- "3. **Cashier Section Operations.** Cashiering operations at the IPOPHL Main Office shall resume on **28 May 2020**. It shall be open 8AM-5PM, with cut-off at 4PM, from Mondays to Fridays. The cashier shall accept only payments that cannot be made through IPOPHL's online payment system, including but not limited to Patent applications and Copyright registrations, replies, services and other requests. Payment can also be done through postal money order."
- "4. **Documentary Receiving Operations.** The operations of IPOPHL's documentary receiving sections shall resume on **28 May 2020**. Documents shall be received from 8AM to 5PM, with cut-off at 4PM, from Mondays to Fridays."
- "8. **Alphabetical Schedule for 28 May 2020 to 02 June 2020.** IPOPHL expects to handle an extraordinarily large volume of transactions for the week following the resumption of cashiering and documentary receiving services at the IPOPHL main office. To avoid long queues and in order to maintain social/physical distancing, transactions shall be accepted only in accordance with the following alphabetical schedule:

Date	First Letter*
28 May 2020 (Thursday)	A – C
29 May 2020 (Friday)	D – H
01 June 2020 (Monday)	I – O
02 June 2020 (Tuesday)	P - Z

“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.”

- "11. **Schedule of Hearings.** Scheduled hearings before the IPOPHL shall remain suspended until 25 May 2020. These include mediation hearings unless the parties request for online hearing or conference. Hearings scheduled 26 May 2020 onwards, including online mediation, shall proceed unless otherwise advised. Parties are strongly encouraged to comply with national guidelines on social distancing, the wearing of masks and other personal protective equipment."
- "13. **Access to Mailboxes.** Access to IPOPHL mailboxes shall be allowed starting 26 May 2020."

This Memorandum Circular shall take effect immediately and shall remain effective until further notice. Previously issued IPOPHL Memorandum Circulars inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

Done on this 20th day of May 2020 in Taguig City, Philippines.



ROWEL S. BARBA
Director General