

IPOP HL MEMORANDUM CIRCULAR No. 2020- _____

**Subject: UPDATED ADVISORY ON IPOP HL SERVICES IN LIGHT OF
COVID-19**

Pursuant to the Memorandum issued by the Office of the President implementing Stringent Social Distancing and the declaration of an enhanced community quarantine for the management of the COVID-19 situation, the IPOP HL shall be implementing the following office guidelines:

1. IPOP HL shall be adopting a work-from-home arrangement to ensure delivery of services during the enhanced community quarantine period.
2. All scheduled hearings before the IPOP HL, including mediation, are suspended.
3. Deadlines for all papers, pleadings, documents, and payments falling due from March 16, 2020, to April 14, 2020, are deemed extended for a period of thirty (30) calendar days from the due date.
4. New applications for patents, utility models, industrial designs, and trademarks for the period of 16 March 2020 to 14 April 2020 may be filed online through the IPOP HL electronic filing system but processing shall commence upon resumption of work. No manual filing shall be accepted during the said period.
5. The operations of the documentary receiving sections of IPOP HL are suspended. Letters, queries, or any other written communications may be filed beginning on 15 April 2020.
6. IPOP HL shall be unable to process requests for certified true copies for the period of 16 March 2020 to 14 April 2020.
7. To observe social distancing, all seminars, meetings, and public hearings scheduled from 16 March 2020 to 14 April 2020 shall be reset to a later date.
8. Access to IPOP HL mailboxes shall be allowed during the period of community quarantine.

9. Field Operations Personnel outside the National Capital Region shall continue to perform their functions provided that the areas in which they operate are not quarantined and are declared safe or COVID-19 free. Travel outside the area of assignment is suspended during the period of 16 March 2020 to 14 April 2020.

This Memorandum Circular supersedes IOPHL Memorandum Circular 2020-005. It shall take effect immediately and shall remain effective until further notice.

Done on this 16th day of March 2020, Taguig City, Philippines.



ROWEL S. BARBA
Director General