

## **IPOP HL MEMORANDUM CIRCULAR No. 2020- 005**

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

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In view of the approval by President Rodrigo R. Duterte of the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Disease to raise the Code Alert System for the COVID-19 public health event to Code Red Sublevel 2, the IPOP HL shall be implementing the following office guidelines:

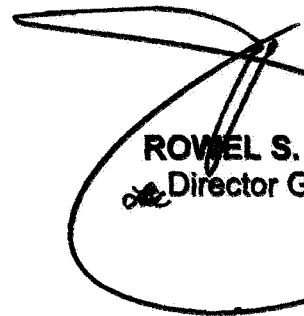
1. Work is suspended from 16 March 2020 until 14 April 2020 but a skeletal workforce shall be maintained to ensure continued delivery of services.
2. All scheduled hearings before the IPOP HL, including mediation, are suspended.
3. Responses to official actions, declarations, and other documents including motions for extension of the period to file oppositions to trademark applications, answers, position papers, and appeals, falling due from 16 March 2020 to 14 April 2020, may be filed on 15 April 2020 and shall be considered filed on their due dates.
4. New applications for patents, utility models, industrial designs, trademarks, and trademark related documents for the period of 16 March 2020 to 14 April 2020 may be filed online through the IPOP HL electronic filing system. No manual filing shall be accepted during the said period.
5. Payments due for the period of 16 March 2020 to 14 April 2020, including but not limited to annuity payments and maintenance fees, may be paid on 15 April 2020.
6. The operations of the documentary receiving section of IPOP HL are suspended. Letters, queries, or any other written communications may be filed on 15 April 2020.
7. IPOP HL shall be unable to process requests for certified true copies for the period of 16 March 2020 to 14 April 2020.
8. 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.

9. Access to IPOPHL mailboxes shall be allowed during the period of community quarantine.

10. Field Operations Personnel outside the National Capital Region shall continue to perform their functions provided that the areas in which they operate are not restricted and are declared safe or COVID-19 free. Travel outside the area of assignment is suspended during the period of 15 March 2020 to 14 April 2020.

This Memorandum Circular shall take effect upon approval and shall remain effective until further notice.

Done on this 13<sup>th</sup> day of March 2020, Taguig City, Philippines.

  
ROWEL S. BARBA  
Director General

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