



INTELLECTUAL PROPERTY  
OFFICE OF THE PHILIPPINES

## IPOPHL MEMORANDUM CIRCULAR NO. 2020-009

**SUBJECT : UPDATED ADVISORY ON IPOPHL SERVICES IN LIGHT OF THE EXTENSION OF THE ENHANCED COMMUNITY QUARANTINE TO 30 APRIL 2020**

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**WHEREAS**, Presidential Proclamation No. 922, s. 2020, was issued declaring a State of Public Health Emergency throughout the Philippines due to the Coronavirus Disease 2019 (COVID-19);

**WHEREAS**, Presidential Proclamation No. 929, s. 2020, was issued declaring a State of Calamity throughout the Philippines and implementing an Enhanced Community Quarantine throughout Luzon;

**WHEREAS**, in light of the Enhanced Community Quarantine, the IPOPHL issued Memorandum Circulars 2020-006, 2020-007, and 2020-008 providing guidelines for the continued delivery of its services, as well as a work-from-home arrangement from 16 March 2020 to 14 April 2020 for all employees, including those under contract of service and job order;

**WHEREAS**, in a Memorandum from the Executive Secretary dated 07 April 2020, the Office of the President has declared that the Enhanced Community Quarantine imposed until 12 April 2020 is extended and shall remain effective until 11:59 p.m. of 30 April 2020;

**NOW THEREFORE**, in view thereof, the following guidelines are hereby implemented:

1. IPOPHL shall continue to utilize a work-from-home arrangement until 30 April 2020 to ensure delivery of services during the enhanced community quarantine period.
2. All scheduled hearings before the IPOPHL, including mediation, shall remain suspended until 30 April 2020.
3. Deadlines for all papers, pleadings, documents, and payments thereof falling due from 16 March 2020 to 15 May 2020, are deemed extended for a period of sixty (60) 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 30 April 2020 may be filed online through the IPOPHL electronic filing system but processing shall commence upon resumption of work. No manual filing shall be accepted during the said period.
5. For invention, utility model, industrial design and trademark applications claiming priority date, online filing must be used to comply with the prescribed period for claiming of priority date.

**CERTIFIED TRUE COPY**  
DATE: **MAY 20 2020**  
**PIA ANGELICA S. GABRIEL**  
Administrative Officer V  
F.M.A.

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6. Payment of filing fees including claim for convention priority fee of new applications for patents, utility models, industrial designs, and trademarks, with or without claim of priority date filed from 16 March 2020 to 15 May 2020 through the IPOPHL electronic filing systems are deemed extended for a period of sixty (60) calendar days from the online filing date. The filing date shall be the date when the application was filed online. However, applicants may still opt to pay using the online payment system upon filing.
7. The operations of the documentary receiving sections of IPOPHL are suspended. Letters, queries, or any other written communications may be filed on 4 May 2020, the next working day after the effectivity of the enhanced community quarantine.
8. IPOPHL shall be unable to process requests for certified true copies for the period of 16 March 2020 to 30 April 2020.
9. To observe social distancing, all seminars, meetings, and public hearings scheduled from 16 March 2020 to 30 April 2020 shall be reset to a later date.
10. Access to IPOPHL mailboxes shall no longer be allowed during the period of extended community quarantine.
11. 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 30 April 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 superseded.

Done on this 7<sup>th</sup> day of April 2020 in Taguig City, Philippines.

  
INDUSTRIAL PROPERTY  
OFFICE OF THE DIRECTOR  
**CERTIFIED TRUE COPY**  
DATE **MAY 20 2020**  
PIA ANGELICA S. GABRIEL  
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**ROWEL S. BARBA**  
Director General