

**IPOPHL MEMORANDUM CIRCULAR NO. 2020-011**

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

**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 imposed from 16 March 2020 to 30 April 2020, the IPOPHL issued Memorandum Circulars 2020-006 to 2020-010 providing guidelines for the continued delivery of its services;

**WHEREAS**, on 24 April 2020, the Office of the President declared that the period of Enhanced Community Quarantine in certain areas of the Philippines, including the National Capital Region, is extended and shall remain effective until 15 May 2020;

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

1. **Work From Home Until 15 May 2020.** IPOPHL shall continue to utilize a work-from-home arrangement until 15 May 2020 to ensure delivery of services during the Enhanced Community Quarantine period.
2. **Suspension of Hearings.** All scheduled hearings before the IPOPHL, including mediation, shall remain suspended until 15 May 2020.
3. **Extension of Deadlines.** Deadlines for papers, pleadings, documents, and payments falling due from 16 March 2020 to 15 May 2020 shall be extended as follows:
  - a. For deadlines falling from 16 March 2020 to 31 March 2020, submissions may be filed until 31 May 2020.
  - b. Deadlines falling from 01 April 2020 to 15 May 2020 are extended for a period of sixty (60) calendar days from the due date.
4. **Prescribed Period for Submission of Third Party Observation and Adverse Information Under MC 2020-010.** Notwithstanding the foregoing, Memorandum Circular 2020-010 shall continue to govern the filing of written Third Party Observation (TPO) for inventions and Adverse Information (AI) on utility model and industrial design applications for PPE, medical/health

**CERTIFIED TRUE COPY**  
DATE **MAY 20 2020**  
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care equipment/devices, and pharmaceutical products urgently needed to contain and address the COVID-19 health situation.

5. **Processing of Voluntary Surrender of Patents.** Filings and proceedings in relation to the voluntary surrender of patents, utility models, and industrial designs, shall not be covered by the aforementioned extension periods. To facilitate the processing, formal requirement on verification shall be complied with upon resumption of normal operations.
6. **Online Filing of New Applications.** New applications for patents, utility models, industrial designs, and trademarks for the period of 16 March 2020 to 15 May 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.
  - 6.1. **Multiple Identical Online Applications.** For multiple identical invention, utility model or industrial applications that were filed online due to inadvertence or technical issues accepted through system – generated acknowledgment receipts, applicants/agents are required to confirm via email which application will be given due course to [verify@ipophil.gov.ph](mailto:verify@ipophil.gov.ph) within 48 hours from the receipt of acknowledgment. Otherwise, the first application filed shall be considered as the bona fide application and the other identical application/s will be considered as redundant applications which shall not be processed and shall be removed from the Patents internal system.
  - 6.2. **Fictitious Online Invention/UM /ID Applications.** An application containing highly-questionable entries (e.g. Title, Names, Addresses, etc.) and/or unintelligible specification details not compliant with Section 32 of the IP Code of the Philippines indicating the absence of bona fide intention to seek protection shall be considered as fictitious applications. Such applications shall be filtered and reviewed and shall be removed from the Patents internal system.
7. **Applications Claiming Priority Rights.** 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.
8. **Extension for Payments.** 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, which are filed through the IPOPHL electronic filing systems shall be extended for a period of sixty (60) calendar days from the due date. If the 60th day falls on a weekend or holiday, payment shall be on the next working day.

The date when the application was filed online shall be deemed the filing date. However, applicants may still pay using the online payment system upon filing.

  
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9. **Document Receiving Services Suspended.** The operations of the documentary receiving sections of IPOPHL are suspended. Letters, queries, or any other written communications may be filed on the next working day after the effectivity of the enhanced community quarantine.
10. **Suspension of Requests for CTC and Other Certifications.** IPOPHL shall be unable to process requests for certified true copies and other certifications until 15 May 2020.
11. **Compliance with Social Distancing.** To observe social distancing, all seminars, meetings, and public hearings scheduled until 15 May 2020 shall be reset to a later date.
12. **Suspension of Access to IPOPHL Mailbox.** Access to IPOPHL mailboxes shall not be allowed during the period of extended community quarantine.
13. **Field Operations.** 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 until 15 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 superseded.

Done on this 27<sup>th</sup> day of April 2020 in Taguig City, Philippines.

  
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DATE **MAY 20 2020**  
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**ROWELL S. BARBA**  
Director General