



IPOP HL MEMORANDUM CIRCULAR NO. 2020 017

**Subject: Electronic Mail Address on Appealed Cases
in the Office of the Director General**

Whereas, the Office of the Director General (ODG) manages and directs all functions and activities of the Intellectual Property Office of the Philippines (IPOP HL);

Whereas, the ODG exercises exclusive appellate jurisdiction over all decisions rendered by the Bureau Directors in the IPOP HL;

Whereas, the ODG is developing an electronic platform system in adjudicating the cases filed pursuant to the appellate jurisdiction of the ODG;

Whereas, there is a need to gather all the electronic mail addresses of the parties to the cases filed in the ODG;

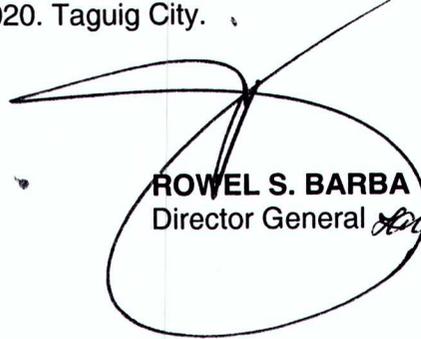
Now, Therefore, the following is hereby promulgated.

1. **Coverage.**- This Memorandum Circular applies to all cases filed in the ODG.
2. **Submission of E-mail Address.**- All parties filing a pleading, motion or any communication to the ODG must indicate in their submission an electronic mail address which shall be considered as another address on record, in addition to the physical address of the party concerned.
3. **Service of Decisions, Orders, Pleadings and Motions.**- The ODG shall serve all decisions, orders and communications to the address on record by the parties. Pending the full implementation of an electronic or on line platform in the adjudication of cases, the ODG will serve the decisions, orders, and communications to the physical and electronic addresses on record. The date of receipt by the party in its physical address shall be considered the official date of notice to the party concerned.
4. **Acknowledgment.**- As part of validating the efficient functioning of the electronic platform for adjudicating cases in the ODG, the parties concerned are enjoined to send through their electronic address an acknowledgement receipt of the decision, order, or communication issued by the ODG.
5. **ITMS Support Services.**- The Information Technology and Management Service (ITMS) of the IPOP HL shall provide support services to the ODG in the implementation of this Memorandum Circular.



6. **Supplemental Guidelines.**- The ODG may issue additional guidelines to enhance the implementation of this Memorandum Circular.
7. **Effectivity.**- This Memorandum Circular shall take effect immediately.

Done this 28th May 2020. Taguig City.


ROWEL S. BARBA
Director General


CERTIFIED TRUE COPY
DATE: JUN 04 2020
PIA ANGELICA S. GABRIEL
Administrative Officer V
FMAS