

IPOP HL MEMORANDUM CIRCULAR No. 2020-13D

Subject : AMENDMENT TO IPOP HL MEMORANDUM CIRCULAR NO. 2020-13 REGARDING EXTENSION OF ALPHABETICAL SCHEDULE FOR FILINGS AND PAYMENTS

WHEREAS, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases issued Resolution No. 41 on 29 May 2020 placing the National Capital Region and other areas under General Community Quarantine starting on 01 June 2020;

WHEREAS, per Memorandum Circular No. 2020-013, IPOP HL adopted an alphabetical schedule for filings and payments at its Main Office in order to avoid long waiting times and maintain the requirements of social/physical distancing;

WHEREAS, IPOP HL recognizes the need to continue the alphabetical schedule for filings and payments at its Main Office and to implement disinfecting protocols in order to protect the general public, as well as its employees, against COVID-19;

NOW THEREFORE, IPOP HL Memorandum Circular No. 2020-13 is hereby amended to include Item 8A as follows:

“8A. Extension of Alphabetical Schedule for Filings and Payments: From 09 June 2020 to 11 June 2020, transactions at the IPOP HL Main Office shall be accepted only in accordance with the following alphabetical schedule:

Day	First Letter*
09 June 2020 (Tue)	A – C
10 June 2020 (Wed)	D – H
11 June 2020 (Thurs)	I – Z
12 June 2020 (Fri)	Closed [National Holiday]

“Thereafter, beginning on 15 June 2020, the following alphabetical schedule shall be implemented.

Day	First Letter*
Monday	A – C
Tuesday	D – H
Wednesday	I – O
Thursday	P – Z
Friday	Closed for disinfecting

*“*If pay or/filer is transacting for a law firm or company, first letter of the name of the law firm or company. If representing themselves or natural persons, first letter of payor’s/filer’s last name.”*




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DATE: 6/17/2020
AMY D. TABIJE
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Administrative Officer III
FMAS

This Memorandum Circular shall take effect immediately and shall remain effective until further notice. Previously issued IPOPPL Memorandum Circulars inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

Done on this 8th day of June 2020 in Taguig City, Philippines.

ROWEL S. BARBA
Director General *RSB*


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DATE: *6/9/2020*
AMY D. TABIJE
AMY D. TABIJE
Administrative Officer III
FMAS