



INTELLECTUAL PROPERTY  
OFFICE OF THE PHILIPPINES

IPOPHL MEMORANDUM CIRCULAR No. 2020-018

**Subject : VISITOR POLICY FOR SERVICES AT THE GROUND FLOOR LOBBY, IPOPHL MAIN OFFICE**

**WHEREAS**, on 29 May 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases issued Resolution No. 41 placing the National Capital Region and other areas under General Community Quarantine starting on 01 June 2020 until 15 June 2020;

**WHEREAS**, on 08 June 2020, IPOPHL issued Memorandum Circular (MC) No. 2020-013D modifying the alphabetical schedule for filings and payments and informing the public that no filings and payments can be accepted on Fridays due to disinfecting protocols;

**WHEREAS**, on 15 June 2020, the Office of the President declared the extension of the General Community Quarantine in the National Capital Region until 30 June 2020;

**NOW THEREFORE**, to clarify the implementation of the above mentioned MC in order to protect the general public and its employees against COVID-19, the public is advised of the following guidelines:

1. IPOPHL will be unable to accommodate visitors at the Ground Floor Lobby of the IPOPHL Main Office every Friday, beginning on **19 June 2020**.
2. All IPOPHL services and transactions being performed at the Ground Floor Lobby of the IPOPHL Main Office, including filings, payments, receiving of documents, and public information services, shall be suspended every Friday.
3. Notwithstanding previous issuances establishing an alphabetical schedule for filings and payments, submissions and payments with deadlines falling due on a Friday can be filed or made on the next business day.

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 IPOPHL Memorandum Circulars that are inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

Done on this 18<sup>th</sup> day of June 2020 in Taguig City, Philippines.

RECEIVED  
IPOPHL 2020 JUN 18 14:57

CERTIFIED TRUE  
JUN 26 2020  
DATL  
PIA ANGELICA S. GABRIEL  
Administrative Officer V  
FMAG

**ROWEL S. BARBA**  
Director General

www.ipophil.gov.ph  
mail@ipophil.gov.ph  
+632-2386300  
+632-5539480

Intellectual Property Center  
#28 Upper McKinley Road  
McKinley Hill Town Center  
Fort Bonifacio, Taguig City  
1634 Philippines