



IPOP HL MEMORANDUM CIRCULAR No. 2020-019

Subject : GUIDELINES FOR FILINGS AND PAYMENTS

WHEREAS, on 15 May 2020, issued Memorandum Circular No. 2020-013 establishing an alphabetical schedule for filings and payments due to the expected volume of transactions following the resumption of cashiering and document-receiving services;

WHEREAS, on 08 June 2020, IPOP HL issued Memorandum Circular 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 18 June 2020, IPOP HL issued Memorandum Circular No. 2020-018 suspending all operations at the Ground Floor Lobby of the IPOP HL Main Office every Friday;

WHEREAS, with filings, payments, receiving of documents, and public information services suspended every Friday, IPOP HL recognizes the need to dispense with the alphabetical schedule for the convenience of the public;

NOW THEREFORE, the public is advised of the following:

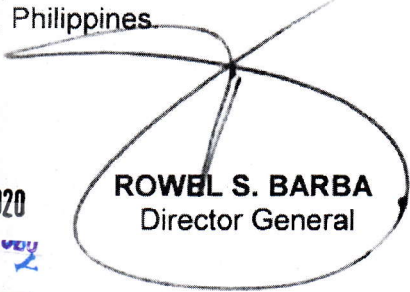
1. IPOP HL will be unable to accommodate visitors at the Ground Floor Lobby of the every Friday. IPOP HL services and transactions at the Ground Floor Lobby, including filings, payments, receiving of documents, and public information services, shall thus be suspended every Friday.
2. The IPOP HL Main Office can receive filings and payments from Monday to Thursday. The alphabetical schedule established in Memorandum Circular No. 2020-013 is dispensed with and shall no longer be operational effective immediately.
3. Submissions and payments with deadlines falling due on a Friday, a holiday, or a non-working day shall be filed or made on the next business day.

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 IPOP HL Memorandum Circulars that are inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

Done on this 23rd day of June 2020 in Taguig City, Philippines.


CERTIFIED TRUE
DATE: JUN 26 2020

PIA ANGELICA S. GABRIEL
Administrative Officer V
FMAS


ROWEL S. BARBA
Director General