

IPOPHL MEMORANDUM CIRCULAR NO. 2020-029

Subject: Electronic Filing and Online issuance of Statement of Account (SOA) on Appealed Cases before the Office of the Director General

WHEREAS, the Office of the Director General (ODG) exercises exclusive appellate jurisdiction over all decisions rendered by the Director of Legal Affairs, the Director of Patents, the Director of Trademarks, the Director of Copyright and Other Related Rights, and the Director of the Documentation, Information and Technology Transfer Bureau;

WHEREAS, the ODG is streamlining its administrative procedures and is continuously improving its systems and processes;

WHEREAS, the ODG is developing an electronic platform system in the performance of its functions and activities, including matters related to appealed cases filed before the ODG;

NOW, THEREFORE, the following alternative procedures in the filing of requests, motions, or pleadings, as well as the issuance of statements of account (SOA) on matters pertaining to appealed cases before the ODG, are hereby promulgated:

1. **Coverage.** – This Memorandum Circular shall apply to requests, motions, or pleadings pertaining to appealed cases before the ODG. It shall not cover the filing of the initiatory pleading or Appeal Memorandum and/or motions for extension of time to file an appeal memorandum, which shall continue to be governed by the IPOPHL Uniform Rules on Appeal.

In particular, this Memorandum Circular shall cover the following:

- a. Requests for certified true copies of documents;
 - b. Motions for extension of time (other than motions for extension of time to file an appeal memorandum) to file the required pleading or communication;
 - c. Other motions that may require the issuance of interlocutory orders, and
 - d. Submission of comments, memorandum or pleadings required by the ODG or incidental to appealed cases before the ODG.
2. **Electronic Filing of Request, Motion, or Pleading.** – All interested parties may choose to file a request, motion, or pleading through the electronic mail address of the Office of the Director General at odgappeals@ipophil.gov.ph.
 3. **Existing System on the Filing of Request, Motion or Pleading.** – Notwithstanding the acceptance of a request, motion, or pleading filed through the ODG electronic mail address, the ODG shall continue to accept the manual submission or the filing through postal mail or private courier of a request, motion or pleading pertaining to appealed cases before the ODG.

CERTIFIED TRUE COPY
DATE: AUG 05 2020
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4. **Observance of required timelines and periods in the Uniform Rules on Appeals and Form of Submission.** – All parties choosing to file electronically the request, motion, or pleading covered by this Memorandum Circular shall observe and follow the relevant timelines and periods in the IPOP HL Uniform Rules on Appeals.

The request, motion or pleading to be filed electronically must be in PDF format provided that any attachment must not exceed 25 MB.

5. **Service of Requests, Motions or Pleadings filed electronically with the ODG.** – A party filing a request, motion or pleading through the electronic mail address of the ODG may serve the other party concerned a copy of the request, motion or pleading through electronic means provided the other party concerned agrees thereto.
6. **Action on the Requests, Motions or Pleadings and Electronic Issuance of Statement of Account (SOA).** – Upon receipt of the request, motion, or pleading filed through the electronic mail address of the ODG, the party concerned shall be notified through the ODG electronic platform system of the action on the request, motion, or pleading, including the issuance of the relevant SOA.
7. **Service of Decisions, Orders, and other Communications by the ODG.** – The ODG shall continue to serve decisions, orders, and communications (other than the electronic issuance of the SOA) to the physical addresses on record of the parties concerned. The date of receipt by the party in its physical address of the decisions, orders, and other communications by the ODG shall be considered the official date of notice to the party concerned.
8. **Management Information Service (MIS) Bureau Support.** – The MIS Bureau of the IPOP HL shall provide support services to the ODG in the implementation of this Memorandum Circular.
9. **Supplemental Guidelines.** – The ODG may issue additional guidelines to enhance the implementation of this Circular.
10. **Furnishing of Certified Copies.** – The IPOP HL Financial Management and Administrative Service is hereby directed to immediately file three (3) certified true copies of this circular with the Office of the National Administrative Register of the University of the Philippines Law Center.
11. **Effectivity.** – This Memorandum Circular shall take effect immediately.

Done this 24th day of July 2020 in Taguig City.


CERTIFIED TRUE COPY
DATE: AUG 05 2020
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ROWEL S. BARBA
Director General