



## IPOPHL MEMORANDUM CIRCULAR NO. 2021-004

**Subject: ALTERNATIVE WORK ARRANGEMENT IN LIGHT OF THE  
DECLARATION OF AN ENHANCED COMMUNITY QUARANTINE**

**WHEREAS**, on 27 March 2021, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (“IATF”) issued Resolution No. 106-A placing the highly urbanized cities of the National Capital Region, the municipality of Pateros, and the provinces of Bulacan, Cavite, Laguna, and Rizal under Enhanced Community Quarantine (“ECQ”) until 4 April 2021;

**WHEREAS**, IATF Resolution No. 106-A states that provisions applicable to ECQ areas as provided for in the Omnibus Guidelines in the Implementation of Community Quarantine in the Philippines (“Omnibus Guidelines”), as amended, shall be in effect;

**WHEREAS**, the Omnibus Guidelines provide that agencies and instrumentalities of the government may operate with a skeleton workforce in combination with other alternative work arrangements;

**IN VIEW OF THE FOREGOING**, and in support of the national government’s objective of implementing proactive measures and restrictions to slow down the surge in COVID-19 cases, the following guidelines shall be implemented on all working days which fall during the period of 29 March 2021 to 4 April 2021:

1. IPOPHL shall be implementing a combined work-from-home and skeleton workforce arrangement, maintaining an operational capacity at its main office pursuant to relevant issuances. Only employees authorized by their respective supervisors to report for work shall be allowed entry into the IPOPHL Main Office.
2. With the establishment of its digital platform, all IPOPHL services shall remain available online, including the following:
  - a. eTM File (Trademark) at <https://www.ipophil.gov.ph/etm-file-trademark>;
  - b. eInvFile (Invention Electronic Filing System) at <https://onlineservices.ipophil.gov.ph/EInventionfile>;
  - c. eUMFile (Utility Model Electronic Filing System) at <https://onlineservices.ipophil.gov.ph/eUMFile>;
  - d. eIDFile (Industrial Design Electronic Filing System) at <https://onlineservices.ipophil.gov.ph/eIDFile>;
  - e. eDocfile (Patents) at <https://www.ipophil.gov.ph/edocfile-for-patents>;

**CERTIFIED TRUE COPY**  
DATE: MAR 29 2021  
*PA*  
**PIA ANGELICA S. GABRIEL**  
Administrative Officer V  
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- f. eDocfile (Trademarks) at <https://edoc.ipophil.gov.ph/eDOCfile>;
  - g. Electronic registration and deposit of copyrightable works through [copyright\\_registration@ipophil.gov.ph](mailto:copyright_registration@ipophil.gov.ph);
  - h. Filing of third party observations on pending applications for Collective Management Organization accreditation before the Bureau of Copyright and Related Rights through [copyright@ipophil.gov.ph](mailto:copyright@ipophil.gov.ph);
  - i. Online filing of pleadings and motions or requests for online hearing and mediation for the Bureau of Legal Affairs at [blareceiving@ipophil.gov.ph](mailto:blareceiving@ipophil.gov.ph);
  - j. Appeals to the Office of the Director General at [odgappeals@ipophil.gov.ph](mailto:odgappeals@ipophil.gov.ph);
  - k. ePayments;
  - l. Mobiliz app, available at the Apple App and Google Play store, and
  - m. Generation of e-SOA (Electronic Statements of Account) for each bureau/office.
3. General inquires shall continue to be received through the trunkline (02)7238-6300 and email address [ask@ipophil.gov.ph](mailto:ask@ipophil.gov.ph).
  4. Letters, queries, other written communications, and requests for certified true copies may be filed on 5 April 2020.
  5. All seminars, meetings, conferences, appointments, and public hearings scheduled at the IPOPHL Main Office for the period of 29 March 2021 to 4 April 2021 shall be reset to a later date.

This Memorandum Circular shall take effect upon approval and shall remain effective until 4 April 2021. Previously issued Memorandum Circulars that are inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

Done on this 28<sup>th</sup> day of March 2021 in Taguig City, Philippines.

  
**CERTIFIED TRUE COPY**  
**MAR 29 2021**  
 DATE: \_\_\_\_\_  
  
**PIA ANGELICA S. GABRIEL**  
 Administrative Officer V  
 FMAS

  
**ROWEL S. BARBA**  
 Director General

**CERTIFIED TRUE COPY**  
**MAR 29 2021**  
 DATE: \_\_\_\_\_  
  
**PIA ANGELICA S. GABRIEL**  
 Administrative Officer V  
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