

IPOPHL MEMORANDUM CIRCULAR NO. 2021-006

SUBJECT: HALF-DAY WORK SUSPENSION ON 31 MARCH 2021

In the exigency of the service and to give employees more time to observe the “**HOLY WEEK**”, work in the IPOPHL, including those who are on work-from-home (WFH), is suspended effective **12:00nn, Wednesday, 31 March 2021**. Employees shall log-in not later than 9:30 in the morning and log-out not earlier than 12:00 noon.

All transactions due on 31 March 2021 may be submitted or paid until 07 April 2021 and shall be considered as having been filed on its due date.

All Duty Officers of the Bureau of Patents and the Bureau of Trademarks and Information Officers of the Documentation, information and Technology Transfer Bureau are hereby directed to disseminate this information. Let this announcement be immediately posted in the IPOPHL website.

For information, guidance, and compliance.

31 March 2021, Taguig City.



ROWEL S. BARBA
Director General



CERTIFIED TRUE COPY
DATE: **APR 05 2021**
PIA ANGELICA S. GABRIEL
Administrative Officer V
FMAS