

IPOPHL MEMORANDUM CIRCULAR NO.2021-010

**Subject: ALTERNATIVE WORK ARRANGEMENT DURING THE
MODIFIED 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 National Capital Region and the provinces of Bulacan, Cavite, Laguna, and Rizal under Enhanced Community Quarantine (“ECQ”) until 4 April 2021;

WHEREAS, on 28 March 2021, in accordance with the Omnibus Guidelines in the Implementation of Community Quarantine in the Philippines, IPOPHL issued Memorandum Circular No. 2021-004 implementing alternative work arrangements for the period of 29 March 2021 to 4 April 2021;

WHEREAS, on 3 April 2021, the Presidential Communications Operations Office announced that the National Capital Region and the provinces of Bulacan, Cavite, Laguna, and Rizal shall remain under ECQ until 11 April 2021;

WHEREAS, on 10 April 2021, the IATF issued Resolution No. 109-A placing the National Capital Region, Bulacan, Cavite, Laguna, and Rizal under Modified Enhanced Community Quarantine (MECQ) beginning 12 April 2021 until 30 April 2021;

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 guidelines under Memorandum Circular No. 2021-004 (Alternative Work Arrangement in light of the Declaration of an Enhanced Community Quarantine) shall likewise be made applicable throughout the duration of the MECQ or until 30 April 2021, or until such time as the same is lifted by the national government.

The IPOPHL shall continue implementing a combined work-from-home and skeleton workforce arrangement while 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.

All filings, submissions, and payments shall be made online through IPOPHL’s online portal. However, payments amounting to One Hundred Thousand Pesos (Php 100,000.00) and above per person, and the filing of voluminous patent applications or those which exceed two hundred fifty (250) pages, may be filed manually at the Main Office.

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DATE: **APR 16 2021**

PIA ANGELICA S. GABRIEL
Administrative Officer V
FMAS

Previously issued Memorandum Circulars that are inconsistent with the foregoing are deemed modified, superseded, or amended accordingly.

Done on this 11th day of April 2021 in Taguig City, Philippines

ROWEL S. BARBA
Director General

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DATE **APR 16 2021**

PIA ANGELICA S. GABRIEL
Administrative Officer V
FMAS

Subject: **MODIFIED ENHANCED COMMUNITY ORGANIZATION**
AT RISK DURING THE
ENHANCED COMMUNITY ORGANIZATION