

## IPOP HL MEMORANDUM CIRCULAR No. 2021 - 015

**SUBJECT: ELECTRONIC SERVICE OF ORDERS AND  
NOTICES FOR INTER PARTES CASES (IPC)**

**WHEREAS**, in order to ensure the continuous delivery of adjudication/dispute resolution services in the face of the COVID-19 pandemic, the IPOP HL through Memorandum Circular Nos. 2020-031 and 2020-034 implemented the electronic filing of pleadings and online payment of fees in Inter Partes Cases (IPC) and IP Rights Violation Cases (IPV);

**WHEREAS**, Rule 2, Section 5(a) of the Rules and Regulations on Inter Partes Proceedings, as amended, provides that other similar means in the service of decisions, final orders, interlocutory orders, notices, summons and other processes may be adopted as the Director General may deem appropriate;

**WHEREAS**, the continuing risk to the health and safety of IPOP HL personnel and clients due to the COVID-19 pandemic includes the serving of copies of decisions, final orders, interlocutory orders, notices and other processes to the parties personally, and even by courier or registered mail;

**WHEREAS**, the Supreme Court, in A.M. No. 19-10-20-SC (2019 Amendments to the 1997 Rules of Civil Procedure) has adopted the service by electronic means and facsimile as a mode of service;

**WHEREAS**, the adoption of other similar means of service of decisions, final orders, interlocutory orders, notices, summons and other processes is consistent not only with proper observance of health and safety protocols during this pandemic, but also the aim of the IPOP HL to automate its procedures and achieve more efficiency in its delivery of services;

**NOW, THEREFORE**, the Bureau of Legal Affairs (BLA) shall implement the following:

**Section 1.** Interlocutory orders and notices shall be delivered to the parties via "*Electronic Service*". Electronic Service shall be made by sending a copy of the interlocutory order or notice via electronic mail (email) address [blamailing@ipophil.gov.ph](mailto:blamailing@ipophil.gov.ph) either to the counsel, representative or the party's email address:

1. used in the filing of pleadings/documents with the BLA; or
2. provided by the counsel and/or the party directly to the BLA as required; or
3. appearing in the records of this Office including the filewrapper of the subject mark, invention, utility model or industrial design.

**Section 2.** The counsel/party concerned has three (3) calendar days from the transmission via email of the interlocutory order or notice to acknowledge the receipt thereof by sending a reply email to the BLA (using the email address [blamailing@ipophil.gov.ph](mailto:blamailing@ipophil.gov.ph)). The date of the acknowledgment shall be deemed the date of receipt of the order or notice. If no acknowledgment is received by the BLA within the aforementioned 3-day period, the order or notice is considered received by the counsel/party on the date of the transmission via email.

**Section 3.** Service via email to the email addresses under Section 1 shall be valid until the counsel/party concerned notifies the BLA of changes in the email addresses.

**Section 4.** The counsels/parties may also opt to or signify their preference to receive copies of decisions and final orders via Electronic Service.

This Memorandum Circular shall take effect immediately and shall remain effective until revoked or modified.

Issued this 14<sup>th</sup> day of May 2021, Taguig City, Philippines.

**ROWEL S. BARBA**  
Director General

A circular official seal of the Bureau of Labor Affairs (BLA) of the Department of Labor and Employment (DOLE). The seal contains the text "BUREAU OF LABOR AFFAIRS" and "DEPARTMENT OF LABOR AND EMPLOYMENT".  
**CERTIFIED TRUE COPY**  
DATE: MAY 16 2021  
A handwritten signature in blue ink, appearing to read "Pia".  
**PIA ANGELICA S. GABRIEL**  
Administrative Officer V  
FMAS