

**[IPO MEMORANDUM CIRCULAR NO. 05, S.2002,
April 18, 2002]**

FILING OF APPEALS AND PAYMENT OF APPEAL FEE

To streamline the procedure on the filing of appeals in the Office of the Director General, the Intellectual Property Office promulgated Office Order No. 12, series of 2002 prescribing the Intellectual Property Office Uniform Rules on Appeal which took effect on 15 March 2002.

Under the new rules, the prescribed mode of appeal was changed from Notice of Appeal to an Appeal Memorandum to be filed together with the appeal fee within thirty (30) days from receipt of the decision or final order of the Bureau Director in three (3) legible copies with proof of service to the Bureau Director and the adverse party, if any.

Henceforth,

1. All appeals and pleadings such as motions, manifestations, and other documents pertaining to a case on appeal, shall be filed directly with the Office of the Director General. The date of receipt by the Office of the Director General shall be the date of filing of the appeal and the said pleadings or documents related thereto.
2. The Office of the Director General shall prepare the corresponding orders of payment as regards appeal fee and other applicable fees. The actual payment, however, shall still be made at the Cashier Division of the AFHRSDB.
3. All documents receiving personnel of the Bureaus shall direct or advise the appellants, appellees and other concerned parties to transact directly with the Office of the Director General.

This Memorandum Circular shall take effect immediately.

Adopted: 18 April 2002

(SGD.) EMMA C. FRANCISCO
Director General



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