



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

**REGIONAL MEMORANDUM CIRCULAR
NO. 2020 - 001**

TO : ALL REGIONAL/PROVINCIAL/HUC OFFICE EMPLOYEES
DILG Region IV-A

SUBJECT : USE OF EVENTS MANAGEMENT SYSTEM IN LOOP

Date : 02 January 2020

The Events Management System, which can be accessed through DILG IV-A LOOP (<https://loop.calabarzon.dilg.gov.ph>), was created to provide DILG IV-A operating units with a single platform where they can calendar and share information on their activities/events, such as date, venue, participants, and host division. This intervention is expected to lessen, if not completely eliminate, conflicts and overlaps in schedules and allow better management of activities/events.

All divisions are requested to calendar their respective activities/events using the Events link in the Options Menu. Activities/events in the calendar shall include those with Activity/Training Designs approved by the Division Chiefs in the region. Regional office employees will be given encoding and viewing access, while Provincial/HUC Offices shall only be allowed viewing access.

The following is also requested from concerned divisions/offices:

Regional Office Divisions/Regional Focal Persons:

1. Calendar and encode/update schedule of activities/events in the Events tab;
2. In coordination with other divisions, ensure that schedule of activities/events will not overlap;
3. Ensure that all information required (Title, Date, Venue, No. of participants, and Target participants) are encoded in the Calendar and are consistent with the Activity/Training Designs approved by the Division Chiefs;
4. Update Information provided in the Calendar through the **Manage All Events** button in the bottom left portion of the page should there be any changes esp. on the schedules, venue, and expected participants, and ensure that information provided are accurate;
5. Communicate with concerned officials/personnel participating in the scheduled activities/events atleast one weeks ahead of time especially if any changes have been made.



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Provincial/HUC Offices:

Designate point persons (principal and alternate) whose main responsibility is to regularly access the calendar as reference in scheduling provincial activities, and so that their respective offices are kept informed on those activities/events scheduled by the Regional Office that require their participation.

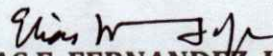

Records and Information Communication Technology Unit (RICTU):

1. Ensure the ease of use and continuous operability of the Events Management System and that database backup and recovery are established;
2. Grant system access to RFPs and designated point persons;
3. Orient/train users on the use of the system;
4. Perform overall management of the system, especially on its technical aspects and undertake improvements based on concerns deliberated and approved in consultation with other divisions/offices.

Planning Unit:

1. Ensure that activities/events are encoded in the system, along with all required information based on the Activity/Training Designs approved by the Divisions Chiefs;
2. Call the attention of operating units with scheduled activities/events that are in conflict with others.

For compliance.


ELIAS F. FERNANDEZ, JR.
OIC-Regional Director 



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