



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

21626125

February 16, 2026

DIVISION MEMORANDUM

No. 0085, s. 2026

ANNOUNCEMENT OF ASSESSMENT OF VACANT POSITIONS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. This Office informs the field of assessment for the following non-teaching and teaching vacant positions:

Position	No of Vacancy	Salary	District School Assignment	Qualification Standards (Minimum Requirements)
Project Development Officer II	1	SG 15 (P42,178)	OSDS CID	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility
Medical Officer III	1	SG 21 (P 73,303)	OSDS SGOD	Education : Doctor of Medicine Experience : None Required Training : None Required Eligibility : RA 1080 (Physician)



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Administrative Assistant III (ADAS III)	1	SG 9 (P24,329)	Barayong NHS	Education : Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) Experience : 1 year relevant experience (preferably finance related experience) Training : 4 hours of relevant training (preferably finance related training) Eligibility : Career Service (Sub Professional) First Level Eligibility)
Teacher II	1	SG 12 (P33,947)	Elem	Education : Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education Experience : 1 year teaching experience Training : 8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years Eligibility : RA 1080 as amended (Teacher-Elementary/Secondary) Performance Requirement : at least 6 Proficient COIs at Very Satisfactory and at least 4 Proficient NCOIs at Very Satisfactory
Teacher VI (T-VI)	2	SG 16 (P45,694)	Elem	Education : Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education Experience : 4 years teaching experience Training : 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher) Eligibility : RA 1080 as amended (Teacher-Elementary/Secondary) Performance Requirements: at least 12 Proficient COIs at Outstanding and at least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding



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2. The Schedule of Activities for assessment is as follows:

Activity	Position to be Assessed	Date and Time
Pre-registration of Interested Applicants (through submitting the Documentary Requirements in PDF Forms and hard copy)		February 16 to 27, 2026
Initial Evaluation of applicant's documents		March 9, 2026
Notification of Qualified Applicants		March 10, 2026
Assessment of Documents, Behavioural Events Interview, Skill Test and Written Examination	PDO II, Medical Officer, And ADAS III	March 11 to 13, 2026 @ 8:00 am to 5:00 pm, ASDS Office
Assessment of Documents, PPST-COI (Classroom Observation), and PPST NCOI (Portfolio Annotations and BEI)	Elem T-II and T-VI	March 11 to 13, 2026 @ 8:00 am to 5:00 pm, ASDS Office (Evaluation of Documents) and Applicant's School Assignment (COI and NCOI)

3. Qualified and interested applicants are requested to pre-register by completing the Google form at this link <https://bit.ly/SDOLIGAOCITYPREREGISTRATIONOFAPPLICANTS> and submitting one (1) photocopy (hard copy) of the Documentary Requirements / Pertinent Documents at the Personnel Section on or before February 27, 2026.

4. All notified qualified applicants who meet the above qualification standards are advised to bring the original documents on the scheduled date of assessment at the SDO Ligao City, ASDS Office. The documents must be prepared in the following sequence:

Documentary Requirements:

- a. Letter of Intent addressed to the Head of Office containing the following information:
 - a.1. Statement of purpose/expression of interest; and
 - a.2. Learning area/subject group they intend to teach, if applicable



Binatagan, Ligao City, 4504
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- b. Duly Accomplished Personal Data Sheet (CSC Form 212, revised 2025) with attached Work Experience Sheet;
 - c. Photocopy of Voter's ID and/or any proof of residency;
 - d. Photocopy of valid and updated PRC License/ID, if applicable;
 - e. Photocopy of Certificate of Eligibility / Rating, if applicable;
 - f. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with **Certificate of General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - h. Photocopy of latest appointment (for those applying for promotion);
 - i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
 - j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
 - k. Photocopy of the Performance Rating
 - k.1. FOR ELEM T-II and T-VI** – Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item No. 25 of Deped Order No. 20, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
 - k.3. FOR PDO II, Medical Officer III and ADAS III** – Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current /latest position prior to the deadline of submission, if applicable;
 - l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex A*) sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
 - m. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. For **Accountant I – Means of Verification (MOV's – Annex B)** showing Outstanding Accomplishments.
5. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) shall not warrant exclusion from the pool of official applicants.



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6. No additional documents shall be accepted after the deadline.
7. This office shall adopt an open ranking system guided by DepEd Order 20, s. 2024 (Elem Teacher II), DepEd Order No. 7, s. 2023 (Accountant I), DepEd Order No. 19, s. 2022, CSC MC No. 14, s. 2018 and other related issuances.
8. Qualified applicants will be notified through the contact number and email address provided in their Personal Data Sheet.
9. This office adheres to the principle of equal opportunity for all in the recruitment, selection, and appointment of personnel in the first and second level positions in all units, sections and schools covering all officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity.
11. Expenses related to the conduct of the above activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. Immediate and widest dissemination of this memorandum is desired.


NYMPHA D. GUEMO
Schools Division Superintendent



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**MEANS OF VERIFICATION (MOV)
(FOR NON-TEACHING and RELATED TEACHING POSITIONS)**

1. **OUTSTANDING ACCOMPLISHMENTS** – refers to meritorious contributions of an applicants, such as ideas, inventions or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and / or savings in government spending.

- a. **Awards and Recognition** – refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

- a.1. *Citation or Commendation* – shall apply only to applicants for **General Services positions**.

MOV: Letter of Citation or Commendation from previous employer

- a.2. *Academic or Inter-School Awards* – shall apply only to applicants with no or less than one (1) year work experience (e.g. fresh graduates)

MOV : A. Academic or inter-school award; or

B. Ten Outstanding Students of the Philippines (TOSP) Award; or

C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

- a.3. *Outstanding Employee Award* – shall apply to applicants with previous work experience, or those applying to positions with experience requirement

MOV : A. Any issuance, memorandum or document showing the Criteria for the search; and

B. Certificate of Recognition/Merit

- b. **Research and Innovation**

MOV :

- A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- B. Accomplishment Report Verified by the Head of Office
- C. Certification of Utilization of the innovation or research, within the school/office duly signed by the Head of Office.
- D. Certification of adoption of the innovation or research by another school / office duly signed by the Head of Office
- E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research



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- c. **Subject Matter Expert / Membership in National TWGs or Committees** – shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning materials. Subject matter expertise or membership in NTWG's or Committees must, however, be relevant to the position being applied for.

MOV :

- A. Issuance or Memorandum showing the membership in NTWG or Committee;
- B. Certificate of Participation or Attendance; and
- C. Output / Adoption by the Organization/DepED.

- d. **Resource Speakership / Learning Facilitation** – shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s.

MOV :

- A. Issuance / Memorandum / Invitation / Training Matrix; and
- B. Certificate of Recognition / Merit / Commendation / Appreciation; and
- C. Slide deck/s used and / or Session Guide/s

- e. **NEAP Accredited Learning Facilitator** – shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP)

MOV :

- A. Certificate Recognition as Learning Facilitator issued by NEAP Regional Office
- B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the SDS containing the following information: i. Statement of Purpose/ Expression of interest ii. Position applied for			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d. Photocopy of valid and updated PRC License/ID			
e. Certificate of Competency Level issued by Authorized body (if applicable)			
f. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any			
j. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating (For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012)			
n. Other documents as may be required by the HRMPSEB <i>For Teaching:</i> portfolio for the assessment of identified PPST non-classroom observable indicators. <i>For School Principal:</i> Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath



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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	Administrative Assistant III	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 24,329.00	Place of Assignment :	Barayong National High School
Item No.	OSEC-DECSB-ADAS3-390013-2017	No. of Vacancy :	1

QUALIFICATION STANDARDS	
Education:	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)
Training :	4 hours of relevant training
Experience :	1 year relevant experience
Eligibility :	Career Service (Sub Professional) First Level Eligibility)

JOB SUMMARY	
To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.	

Duties and Responsibilities	
Financial Records and Reports	1. Ascertains that transaction have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	Medical Officer III	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 73,303.00	Place of Assignment :	OSDS SGOD
Item No.	OSEC-DECSB-MDOF3-390002-2017	No. of Vacancy :	1

QUALIFICATION STANDARDS

Education:	Doctor of Medicine
Training :	None Required
Experience :	None Required
Eligibility :	RA 1080 (Physician)

JOB SUMMARY

To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.

Duties and Responsibilities

Health Program and Services	1.Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office 2. Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners 3. Prepares and submits periodic reports of accomplishments
Nutrition Program Service	1. Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office 2. Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office 3. Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation
Partnership	1. Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs

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ANNOUNCEMENT OF VACANCY

POSITION TITLE			
Position :	Project Development Officer II	Status of Appointment :	Regular Permanent
Monthly Salary :	Php 42,178.00	Place of Assignment :	OSDS CID
Item No.	OSEC-DECSB-PDO2-390053-2014	No. of Vacancy :	1

QUALIFICATION STANDARDS

Education:	Bachelor's degree relevant to the job
Training :	4 hours of relevant training
Experience :	1 year of relevant experience
Eligibility :	Career Service (Sub Professional) Second Level Eligibility

JOB SUMMARY

To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating Schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.)

To encode metadata and support content development activities as directed.

To respond to individual users' queries and difficulties with the Web-based LRMS, provide instructions and training, and diagnose and solve common problems.

Duties and Responsibilities

LRMS USER SUPPORT	1. Provide user support services through the Region LRMS Helpdesk and effectively respond to routine emails and user/client calls and inquiries.
LRMS USER PROBLEMS SOLVED	1. Analyze user's problem as stated in verbal or written query and identify cause of problem. 2. Provide first-level troubleshooting assistance and escalate problems/issues beyond control to the proper LRMS Group 3. Assess and escalate serious or unusual problems to the appropriate LRMS Group for resolution 4. Install, configure and provide instructions on basics of using common office software tools and LRMS support technologies
LRMS TRAINING AND UPDATES	1. Technical support during training 2. Communication on new developments and updates on the system to all users and clients

SYSTEM MAINTENANCE AND TRACKING	1. Employ basic procedures for user account management and access 2. Prepare monthly report of user/client issues and complaints, status and resolution based on a daily log and analysis of trends, in order to track source of user difficulty as well as areas for systems enhancement for the action of the Systems Administrator. 3. Solicit user feedback and use information to improve the system 4. Perform basic and routine system maintenance such as backup, system start-up, etc. 5. Apply basic security measures for Internet, helpdesk and desktop operations to prevent hacking, virus and other security problems.
LR TEAMS	1. Provide support in coordinating the formation of the LR Development Teams of the regional office. 2. Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team. 3. Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.
LR TECHNICAL COMPETENCIES	1. Searches and maintains a "Directory of Human Resource" with LR required skills (writers, editors, illustrators, creative and lay out artists, etc.) to provide LR Development teams with ready pool of resources as needed. 2. Coordinates and prepares a draft of the Terms of References of talent and service providers for the LR Development Teams. 3. Coordinates and prepares the draft Contracts for sourced talents and service providers. 4. Coordinates the needs and requirements of contracted service providers to follow through fulfillment of TOR/ contract and payment for their service.
TECHNICAL ASSISTANCE	1. Gather data and provide initial analysis as inputs to TA needs with regard the LRMS and plans to improve access to learning resources of schools and learning centers 2. Provide technical support in the delivery of interventions to respond to the LR needs of schools and learning centers.

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