

FARICA ZGAMBO-CUTAS, JD  
OIC-HRMO  
2<sup>nd</sup> Flr., New Ormoc City Hall Building, Ormoc City  
lguormocapplication@.com

Dear Mam/Sir,

I am interested in applying for the position of Administrative Aide III (Clerk I) under the Plantilla Item No. 830, Place of Assignment Human Resource Management Office, which you posted last September 26, 2024.

I am writing to express my interest in this position. I am a graduate of Bachelor of Science in Criminology and a Registered Criminologist as of February 1, 2018. I am also attending the Criminal Investigation and Detection Training Course in November 2020. I've also been a Sangguniang Kabataan Chairperson for 5 years and 5 months.

I have worked at Port Ormoc as a Baggage Security Screening Machine Operator and found these Administrative Aide III position to be exceptionally challenging, which is something I thrive on.

I am a hard worker who keeps very calm under pressure. I feel that I am able to provide the support that people need and guide them to turning their lives around. I am very confident and enthusiastic about my work.

I am happy to answer any questions that you may have and can attend the interview on short notice.

Thank you and God Bless!

Sincerely,

  
SHEILA MARIE GONZAGA  
Applicant