

# MARVIN A. DOCENA

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Balangiga, Eastern Samar

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## HONEY SOFIA V. COLIS

Director, HRMO  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ma'am/Sir:

Greetings! In line with my ongoing application, I am submitting to you this letter in response to the Job vacancy **Administrative Aide IV (Clerk II)**, Plantilla Item Number **ADA4-133-2004** at **VSU MAIN**.

I, **MARVIN ALVARINA DOCENA** a new alumnus of **Eastern Visayas State University** - Tacloban city campus with the degree **Bachelor of Science in Statistics**. In connection with this, I can also adopt different skills and knowledge in analysis, rationale, and computer proficient. Associated with computations, collection, organization, interpretation and presentation of data. I work well in a team collaboration as well as I can go beyond my time in work, if it requires me to do so. Addition to this, I also attached my School Credentials, Diploma, Personal Data Sheet, Certificate, Work Experience Sheet, and Individual Performance Commitment Review (IPCR).

Thank you for taking the time considering my application. It will be my greatest pleasure to have an interview with you at your most convenient time.

Willingly yours,

  
**MARVIN ALVARINA DOCENA**  
Applicant