

MR.MARVIN L. AREVALO

227 A.Bonifacio St.
Baybay City, Leyte
October 12, 2022

MS.HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU Baybay City, Leyte

Madam:

Greetings!

I am **Marvin L. Arevalo**, 41 years old, married, a residing at 227 A. Bonifacio Street Zone 2 Baybay City, Leyte and a graduate of Bachelor's Degree in Information Technology and a graduate of Bachelor's Degree in Computer Science at Franciscan College of the Immaculate Conception Baybay City, Leyte.

I am applying for Administrative Aide III (Clerk I) which was publish on Civil Service Commission website job portal or any position that be fits my qualification.

More than six (6) years of extensive hands-on experience in network engineering management, troubleshooting and maintenance. With hands-on experience on cisco routers and switches. Worked as a Technical Support at Philwebinc Baybay focusing on technical troubleshooting of modem, router and switches for Netgear, Dlink, Asus, Prolink, Siemens and Linksys.

Work as an IT Staff at Chingbee Trading Corporation Baybay City, Leyte focusing on Foxpro Database back-up, a data encoder of payroll and payslips using MS Excel software. Also a data encoder of SSS, Philhealth, PAG-IBIG and BIR program software. Act also as technical support, software and hardware computer repair maintenance and provide also assistance on network configurations. Install and configure complex wireless routed LAN and WAN networks, PABX telephone, VOIP and CCTV cameras.

Possess excellent interpersonal skills and a team player who can work independently with minimal supervision and can easily adopt to change.

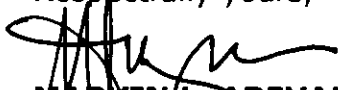
Currently a volunteered **Barangay Nutrition Scholar (BNS)** of Barangay Paulino Avellana Zone 2 Baybay City, Leyte. A data encoder of OPT Plus Tool and Bidani BMIS Software of City Planning and Development Office.

With these experiences I've received it makes me reasonably confident that I could be of material assistances to you. Trusting my application will meet your approval I beg to remain.

I have attached my CS Form No.212 Personal Data Sheet, Photocopy of my Performance Evaluation, Photocopy of my Certificate of Eligibility, Transcript of Records, and Training Certificates for your perusal.

Best regards and more power.

Respectfully yours,



MARVIN L. AREVALO