

MR. MARVIN L. AREVALO

227 A. Bonifacio St.
Baybay City, Leyte
March 21, 2023

MS. MARWEN A. CASTAÑEDA

Head
OFFICE OF THE UNIVERSITY REGISTRAR
Visayas State University
Visca, Baybay City, Leyte

THRU:

MS. HONEY SOFIA V. COLIS
Director, ODHRM

Madam:

Greetings!

I am **Marvin L. Arevalo**, 42 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 **Position Title:** Administrative Aide III (Clerk I) Casual **Location:** Office of the University Registrar which was publish on Visayas State University (VSU) website.

More than seven (7) years of extensive hands-on experience in clerical works, office management, network engineering management, computer troubleshooting and maintenance. Worked as a Technical Support at Philwebinc Baybay. 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.

Currently working as **Job Order** at the **Visayas State University (VSU)** in the **Office of University Registrar in IT Section** where my tasks are encoding of completion of grades, certificate of registration validation and printing, copy of grades printing, encoding of dropping forms using the Cumulus program software, ID and diploma printing and software and hardware repair maintenance.

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 scan copy CS Form No.212 Personal Data Sheet, scan copy of my Performance Rating, scan copy of my Certificate of Eligibility, scan copy Transcript of Records, and etc. for your perusal.

Best regards and more power.

Respectfully yours,


MARVIN L. AREVALO