

**MR. MARVIN L. AREVALO**

227 A. Bonifacio St.  
Baybay City, Leyte  
May 4, 2023

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Maam Colis:

Greetings!

I am **Marvin L. Arevalo**, 42 years old, married, 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) Casual which was published on Visayas State University Website.

More than seven (7) years of extensive hands-on experience in administrative works, clerical works, network engineering management, 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. Act also as technical support, software and hardware repair maintenance and provide also assistance on networking configurations.

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 Baybay City Planning and Development Office.

Currently working at Visayas State University in the Office of University Registrar in IT Department as Job Order. My functions are generating Certificate of Registration, Copy of Grade, encoding of completion of grades, dropping forms, encoding of dormitories, printing of diplomas, printing of students, faculty and staff ID's.

With these experiences I've received it makes me reasonably confident that I could be of material assistance 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 Certificate of Eligibility and Transcript of Records for your perusal.

Best regards and more power.

Respectfully yours,

  
**MARVIN L. AREVALO**