

MR. MARVIN L. AREVALO

227 A. Bonifacio St.

Baybay City, Leyte

November 24, 2023

DR. DANIEL LESLIE S. TAN

Vice President for Administrative & Finance

Office of the Vice President for Administration
& Finance

Visayas State University

Visca, Baybay City, Leyte

Sir:

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. Currently studying Master in Information Technology at Asian Development Foundation College at Tacloban City.

I am applying for **Administrative Assistant III** (Administrative Assistant) which was published on Visayas State University job portal 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 a data encoder of payroll and payslips. 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.

Currently working at Visayas State University in the Office of University Registrar in IT Section as Job Order. My functions are validating Registration Forms of students for undergraduate and graduate students, generating Certificate of Registration, Copy of Grade, encoding of completion of grades, dropping forms, encoding of dormitories. Printing of diplomas of students for external campuses and main for Undergraduate and Graduate School and printing of students, faculty and staff ID's. Encoding and summarizing the statistical 5 years enrollment trends, encoding and summarizing also statistical for licensure exam board passers, and the design layout of Visayas State University (VSU) for faculty and staff of new branding ID.

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, certificates and Transcript of Records for your perusal.

Best regards and more power.

Respectfully yours,



MARVIN L. AREVALO