

**MR.MARVIN L. AREVALO**

227 A. Bonifacio St.

Baybay City, Leyte

November 11, 2022

**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**, 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 **Position Title:** Administrative Assistant II (Data Entry Machine Operator II), **Plantilla Item No. ADAS2-42-2004**, **Salary Grade:** 8 and **Position Location:** Office of the University Registrar which was publish on Civil Service Commission job portal 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 a volunteered Barangay Nutrition Scholar (BNS) of Barangay Paulino Avellana Zone 2 Baybay City, Leyte. A data encoder of OPT Plus Tool and Visayas State University Bidani BMIS Software of Baybay 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 Performance Rating, photocopy of Certificate of Eligibility, photocopy of Transcript of Records, and etc. for your perusal.

Best regards and more power.

Respectfully yours,

  
**MARVIN L. AREVALO**