

October 20, 2025

RUSTY I. OPLEGIDA
09855734037
rioplegida98@gmail.com

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

Greetings! I am Rusty I. Oplegida, would gladly apply as Administrative Aide III (Clerk I) to be assigned at VSU MAIN. I took up Bachelor in Secondary Education Major in Fishery Technology at Eastern Visayas State University Carigara Campus and graduated last July 3, 2020. During my studies,

I developed a strong foundation in time management, attention to detail, and organizational skills. I also passed the Licensure Examination for Teachers (LET) last October 2, 2022. I am currently working as a Barangay Secretary at the Barangay Local Government Unit (BLGU) of Tigbao, Carigara, Leyte, wherein I am tasked to do administrative works such as keeping and organizing barangay records, drafting of minutes of every meeting and regular session, issuing barangay certifications and clearances, and other related tasks assigned by the Punong Barangay.

Although I have only minimal work experience, I believe that my positive outlook in life, dedication, and willingness to learn would make me a valuable addition to this respected government agency. I am looking forward to your positive response regarding this matter. For further details regarding my qualifications, please review my attached pertinent documents. Thank you.

Very truly yours,



Rusty I. Oplegida
Applicant