



Address: Brgy. Pangasugan Baybay City, Leyte
Contact No.: 0950 444 1319
E-Mail Add.: valeriedcirculado@gmail.com
valeriedcirculado@vsu.edu.ph

VALERIE D. CIRCULADO - VALENZONA

Education

- Master in Management**
Major in Agribusiness Management
Visayas State University (VSU)
(Not Graduated, 40 Units Earned)
- Bachelor of Science in Agribusiness**
Visayas State University (VSU)
Graduated (2015)

Experiences

Administrative Officer I (Cashier I)
Permanent
VSU – Cash Office
February 20, 2023 – Present

- Tasks Assigned**
- receives and receipts all income of the university (by fund)
 - deposits daily collections intact to the authorized depository bank (by fund)
 - records daily collections and updates & monitors cash book
 - prepares monthly Report of Accountability (O.R.)
 - verifies and signs daily/monthly Reports of Collection and Deposit (RCD)
 - reviews and signs Checks/PACS/LDDAP-ADA/ACIC in the absence of the University Cashier

Administrative Aide IV (Permanent)
VSU – Cash Office
October 01, 2019 – February 19, 2023

Administrative Aide III (Permanent)
VSU – Cash Office
January 03, 2019 – September 30, 2019

Office Clerk (Job Order)
VSU – Budget Office
October 01, 2016 – December 31, 2018

Data Encoder (Job Order)
VSU – Dept. of Agricultural Engineering
August 16, 2016 – September 30, 2016

Eligibility

- Career Service (Professional)**
Second Level Eligibility

Relevant Trainings/Seminars

- Employee Skill Enhancement: A Supervisory Development Seminar
- AGAP Convention-Seminar: Navigating the Challenges of Financial Technology and Digital Transformation
- In-House Training on Public Financial Management
- Briefing on Constructive Stamping of Documentary Stamp Tax
- AGAP Technical Seminar: E-Payment and E-Collection
- Know Your Money and Counterfeit Detection
- Cash Management and Control System
- Conference Workshop on Reporting Policies among Registrars and Those Designated as HR Officers, Budget Officers and Bookkeeper/Accountant in External Campus

References

- Queen-Ever Y. Atupan**
University Cashier
Visayas State University (VSU)
Contact No.: (565) 0600-1011
- Louella C. Ampac**
Financial Management Director
Visayas State University (VSU)
Contact No.: (565) 0600-1009
- Myrna Pancito**
Retired Budget Officer
Visayas State University (VSU)
Contact No.: 0955 904 9864