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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 Aide IV (Permanent)
VSU – Cash Office
October 01, 2019 – Present

Tasks Assigned

- Preparation, encoding and printing of checks, planning and control system (PACS), list of due and demandable accounts payable – advice to debit account (LDDAP-ADA) and advice of checks issued and cancelled (ACIC) under Regular Agency Fund.
- Assists the Collecting Officer in preparation, encoding and printing of official receipts during peak seasons.

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

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

Data Encoder (Job Order)
VSU – Dept. of Agricultural Engineering
August 16, 2018 – September 30, 2018

Eligibility

- ✚ **Career Service (Professional)**
Second Level Eligibility

Relevant Trainings/Seminars

- 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**
Director for Financial Management
Visayas State University (VSU)
Contact No.: (565) 0600-1009
- **Myrna Pancito**
Retired Budget Officer
Visayas State University (VSU)
Contact No.: 0955 904 9864