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

- Tasks Assigned**
- Acts as university Collecting Officer
  - 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 Report 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