



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

6 September 2003

## MEMORANDUM NO. 206

Series of 2003

**T O: Prof. Thelma C. Zafra**


**R E: Designation as OIC Head, Culture and Arts Center (CAC)**

By virtue of the powers vested in me by the LSU Board of Regents and as per recommendation of the Evaluation Committee, you are hereby designated OIC Head of the Culture and Arts Center effective September 16, 2003 until September 15, 2004 or unless sooner revoked or terminated by higher authorities.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

**PACIENCIA P. MILAN**

President 

cc: Director, IHK  
OVPAA  
OVPAF  
OVPRE  
OUS  
ODCIMD  
IHK  
HRMDO  
Accounting  
Records  
File  
CAC