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Office of the President

4 November 2004

MEMORANDUM NO. 249

Series of 2004

T O: Prof. Thelma C. Zafra

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

By virtue of the powers vested in me by the LSU Board of Regents, you are hereby designated Head of the Culture and Arts Center effective September 16, 2004 until September 15, 2005 or unless sooner revoked or terminated by higher authorities.

As 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

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ODCIMD

CAC

IHK

HRMDO

Accounting Records

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