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Office of the President

4 July 2005

MEMORANDUM NO. 135

Series of 2005


T O: Ms. Rebecca B. Napiere

R E: Designation as Guest House Manager and Pavilion In-Charge

By virtue of the authority vested in me by the LSU Board of Regents you are hereby designated Guest House Manager and Pavilion In-Charge effective July 6, 2005 until sooner revoked or terminated by higher authorities.

As such, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies. Please conduct inventory of consumables and equipment before the turn over. Your task is to supervise the operation of the Guest House and Pavilion and to plan for the improvement of the facilities and services.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OVPAF
OVPA
OVPRE
OUS
Deans
Directors
HRMDO
Library
Guest House
Pavilion
IGPO
ODA
ODF
Accounting
FMO/Budget
COA
Records
File