

UNIVERSITY BOARD



September 8, 1943

Mrs. Muna Lee de Muñoz Marín
Department of State
Washington, D. C.

My dear Mrs. Muñoz Marín:

With reference to your letter of June 21, 1943, addressed to Mr. Jaime Benítez, Chancellor of the University of Puerto Rico, I have the pleasure to inform you, that the University Board, at its meeting held, September 2, 1943, decided to renew the extension of your leave without pay, for and during the fiscal year 1943-44.

With my best wishes during your stay at Washington, I am,

Yours very truly,

J. F. Maure
Secretary

jfm/pl

*For Presentation to the
Higher Board of Education*



DEPARTMENT OF STATE
WASHINGTON



Personal

June 21, 1943

AIR MAIL

Mr. Jaime Benítez, Rector,
University of Puerto Rico,
Río Piedras, Puerto Rico.

Sir:

As you will recall, my leave of absence from the University of Puerto Rico expires at the end of this month, on June 30. I am writing to request that it be extended, without pay, for an additional year, or until June 30, 1944, in view of the fact that at present, as divisional assistant of the Division of Cultural Relations of the Department of State, I am engaged in work of responsibility directly related to the war effort. Under ordinary conditions I should not consider a request for renewed extension of leave as either proper or desirable, but I feel that in a period of emergency, the usual considerations do not hold.

However, even in emergency conditions I should not ask for further leave unless I felt that my present experience and contacts would be useful to the University. On several occasions I have had opportunity to speak and write of the work of the University of Puerto Rico; as for instance, in an address before the Oklahoma Association of Teachers of Spanish, at Norman, Oklahoma; a talk to the District of Columbia Association of Teachers of Spanish, at Coolidge High School, at Washington; a talk on a Caribbean Forum at the New York Times Hall in New York City; and a radio broadcast to the Caribbean area sponsored by the Office of War Information. Published material has ranged from an interview in The New York Herald Tribune to an article on Art at the University of Puerto Rico in the Magazine of Art. My daily column, published in The Puerto Rico World Journal, makes constant use of material dealing with the University; and I have frequent opportunity to discuss its work with educators and others from Latin America as well as from all sections of the United States.

Will

AIR MAIL

-2-

Will you be so good as to inform me as to the decision taken with regard to my request?



Faithfully,

Muna Lee de Muñoz Marín

Muna Lee de Muñoz Marín



Personal

AIR MAIL

DEPARTMENT OF STATE
WASHINGTON



June 21, 1943

Dear Jaime:

The enclosed letter, addressed to you formally as Rector of the University, is self-explanatory. Will you let me know if anything further is required - letters from officials here, press clippings, etc.? I assume that it is in itself sufficient, but should be glad to supply any supporting documents that may be desired.

With best wishes,

Yours sincerely,

Muna Lee de Muñoz Marín

Muna Lee de Muñoz Marín

Enclosure:

To Mr. Jaime Benítez,
June 21, 1943.

Mr. Jaime Benítez,
University of Puerto Rico,
Río Piedras, Puerto Rico.

UNIVERSIDAD DE PUERTO RICO
RIO PIEDRAS



Los documentos adjuntos, recibidos en la Rectoría, son por la presente endosados al

----- *Junta Universitaria* -----

----- para su consideración

----- para rendir informe al Rector

----- para su información

----- para sus archivos

----- para acuse de recibo

----- para ser devueltos con sus recomendaciones

----- para trámite

Muy atentamente,

Fecha:

Endoso Núm.

UNIVERSITY BOARD



February 9, 1943

Mrs. Muna Lee de Muñoz Marín
Office of the Coordinator of
Interamerican Affairs
Washington, D. C.

Dear Madam:

We take pleasure to inform you,
that the University Board, at its
meeting held, February 5, 1943,
extended your leave of absence without
pay up to June 30, 1943.

Yours sincerely,

J. F. Maura
Secretary

jfm/pl

Gobierno de Puerto Rico
CONSEJO SUPERIOR DE ENSEÑANZA
UNIVERSIDAD DE PUERTO RICO
RIO PIEDRAS, P. R.



OFICINA
DEL
SECRETARIO PERMANENTE

18 de enero de 1943

J

DE: Muna Lee de Muñoz Marín.
DIRIGIDA A: Dr. Pedro A. Cebollero
ASUNTO: Extensión de licencia.
FECHA: Enero 11, 1943.

Se traslada respetuosamente al señor Rector para su conocimiento y gobierno.

Pedro A. Cebollero
Pedro A. Cebollero
Secretario Permanente

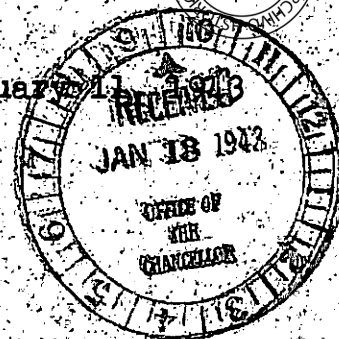
PAC/epv



DEPARTMENT OF STATE
WASHINGTON



January 11, 1943



Personal

Dr. Pedro Gebollero,
Dean of Administration,
University of Puerto Rico,
Rio Piedras, Puerto Rico.

Dear Dr. Gebollero:

Last month, sometime before December 31, the date of expiration of my sabbatical leave from the University, I conferred with Chancellor Benitez, who was at that time in the United States, on a possible extension of leave without pay to permit temporary continuance of my work with the Division of Cultural Relations of the Department of State. Mr. Benitez assured me that there would be no difficulty in obtaining such continuance of leave in view of the war situation, and assured me that the University would extend my leave without in any way adversely affecting my position on the faculty. He has undoubtedly already informed you officially of this conversation with me, but I am in any case writing to you as Dean, so that my request and your reply may be a matter of formal record. I am, therefore, hereby asking that my leave be extended without pay until the end of the present fiscal year - that is, until June 30, 1943.

The nature of the work in cultural relations is such that I feel that both through the experience acquired and the contacts established, my stay here will be of future benefit to the University of Puerto Rico. In the meantime, by publication of occasional magazine articles and by public lectures, as well as by means of my daily Getting Acquainted column in The Puerto Rico World-Journal, I am doing what I can to further in the continental United States a knowledge of the University of Puerto Rico's accomplishments and possibilities. Examples: The Magazine of Art last January published a profusely illustrated article by me on the University's work, under Art Director Walt Dehner,

in



In developing a creative interest in art among people of our Island. On April 14-18 I was the guest-of-honor and principal speaker at the annual Pan-American Fiesta of the University of Oklahoma, Norman, Oklahoma, on Cultural Relations among the American Republics; and while in the State spoke in Spanish on the work of the University of Puerto Rico before the Oklahoma Association of Teachers of Spanish. At Hinds Junior College, Raymond, Mississippi, (also in April) I spoke along similar lines, and answered many questions about the work of our University and the opportunities that it offers continental students. In May I spoke on the University of Puerto Rico before the District of Columbia branch of the Association of Teachers of Spanish and in June, in Washington, I addressed the Women's National Farm and Garden Association on How the Women of Puerto Rico Contribute to the War Effort. In August I spoke on The Developing Inter-American Cultural Program (with especial attention to the potential part in it of the University of Puerto Rico) before the annual meeting of the Virginia Council of Women in Administration, held in connection with the Institute of Public Affairs of the University of Virginia at Charlottesville. In July I addressed Washington correspondents belonging to the women's national Journalism fraternity on Writing for the Latin-American Press; an address subsequently published in that fraternity's national organ, The Matrix.

The foregoing are merely indicative of the variety of audiences I have addressed during the year, some twenty-odd in all, including the biennial convention of the National Woman's Party, in Atlantic City; the Daughters of the American Revolution, in Washington; etc., etc.

I have also given several readings from my original verse and my translations of Latin-American verse - an instance of the former was my reading of a sonnet written for the occasion at the Susan B. Anthony anniversary ceremonies in the crypt of the national capitol last February; of the latter, my readings from poets of three Republics at the annual dinner-meeting in New York of The Poetry Society of America. My published work during the period has consisted for the most part of book reviews and translations. Also as translator I am extensively represented in The Epic of Latin American Literature by Arturo Torres-Rioseco (Oxford Press: 1942). My translation of Secret Country by the Ecuadoran poet, Jorge Carrera Andrade, will be published shortly in book form.

For

AIR MAIL

-3-



For the present year I have been honored by election to the Executive Council of the Society of Woman Geographers and to a vice-presidency of the World Woman's Party.

The above list gives you some idea of the way in which, speaking and writing, as a member of the University of Puerto Rico faculty, I have been enabled to contribute in a small way to making the institution known to an enlarging audience. It does not give an idea, however, of one of the most fruitful opportunities offered by my work in Washington at the present time, that of first-hand acquaintance with the views and plans of educators from the democratic countries of the world who find in Washington a clearing-house for their ideas and plans for the postwar.

Will you be so good as to present my request for an extension of leave and inform me of the action taken? And may I close with a personal expression of best wishes and cordial regards?

Yours sincerely,

Muna Lee de Muñoz Marín

RC:ML:MCH

OATH OF ALLEGIANCE AND OF OFFICE

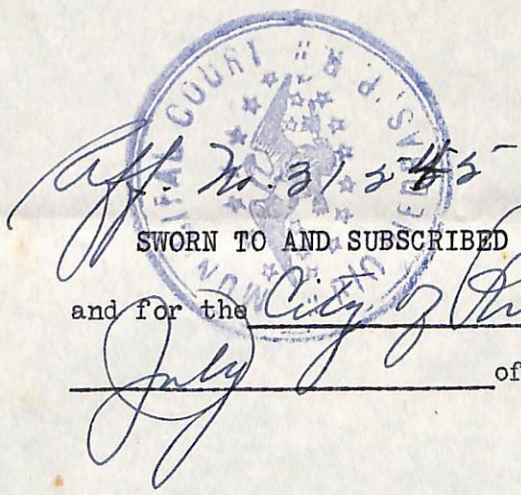


I, Muna Lee de Muñoz Mars, 43 yrs. Of age
(Name of official or employee) (Age)

appointed Director of the Bureau of Publicity, do solemnly swear
(Name of office or employment)

that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Mars
(Official or employee)



SWORN TO AND SUBSCRIBED before me, mpa. Judge in
and for the City of P.R. P.R. this 29th day of
July of the year 1938

[Signature]
(Official who administers the oath)
mpa. Judge of P.R. P.R.

ACEPTACION DE NOMBRAMIENTO



(Fecha) 29 de julio, 1938

Secretario, Junta de Síndicos
Universidad de Puerto Rico
Río Piedras, P. R.

S e ñ o r:

He recibido su comunicación de 14 de julio de 1938,
informándome que, en sesión de 13 de julio de 1938,
ese Alto Cuerpo confirmó mi nombramiento para la plaza de _____

Directora, Negociado de Publicidad

con haber anual de (\$ 2700) durante el ejercicio fiscal
de 1938-39.

ACEPTO formalmente la designación de referencia en las condi-
ciones estipuladas en la notificación de nombramiento.

Incluyo mi juramento de fidelidad y de toma de posesión de
cargo o empleo que requiere la legislación vigente.

Atentamente,

Muna Lea de Muñoz Marín



14 de julio de 1938

NOTIFICACION DE NOMBRAMIENTO

Señor Mina Lee de Muñoz Marín

Universidad de Puerto Rico

Estimad _____ señor _____ :

Tengo el honor de comunicarle que la Junta de Síndicos de la Universidad de Puerto Rico, en sesión celebrada el día 13 de julio de 1938, confirmó su nombramiento para la plaza de Directora, Negociado de Publicidad

_____ con haber anual de DOS MIL SETECIENTOS-----00/100 dólares (\$ 2,700.00) durante el ejercicio fiscal de 1938-39.

Este nombramiento se hace sujeto a las limitaciones prescritas en el Reglamento vigente de la Universidad de Puerto Rico y de su Junta de Síndicos, y aquellas disposiciones que, de tiempo en tiempo, sean promulgadas por esta Junta de gobierno.

Antes de entrar en funciones oficiales deberá usted prestar juramento de fidelidad y de toma de posesión de cargo o empleo, a tenor de las disposiciones de la Ley Núm. 93 de mayo 13, 1936.

Si es de su conformidad la designación en las condiciones estipuladas, sírvase llenar y firmar la aceptación adjunta, y devolverla a esta oficina a la mayor brevedad posible.

Muy atentamente,

Secretario.



A: D. _____
Universidad de Puerto Rico
MUNA LEE DE MUÑOZ MARIN

1. De conformidad con lo dispuesto en la Sección 9 de la Ley No. 135 de 1942, nombro a usted para desempeñar el cargo de _____

_____ **ENCARGADA DE PUBLICIDAD** ,
con un sueldo a razón de _____

_____ **DOS MIL SETECIENTOS DOLARES** (\$ **2,700.00**) por _____ meses.

2. Este nombramiento tendrá efecto a partir de **12** _____, para y durante el año (académico) (fiscal) de **1 de julio de 1943**, y estará sujeto a las disposiciones consignadas en la Ley No. 135 de 1942 y ~~XXXXXXX~~ **1943-44** en el Reglamento de la Universidad en vigor, así como a cuantas prescripciones pudieran válidamente dictar el Consejo Superior de Enseñanza, o cualquiera otra autoridad competente.

3. En caso de que usted acepte este nombramiento en las condiciones arriba estipuladas, sírvase así expresarlo en el formulario que, al efecto, se incluye, el cual deberá remitírseme acompañado del correspondiente Juramento de Fidelidad y Toma de Posesión de Cargo y Empleo que exige la ley.

4. Pasado el término de veinte (20) días a partir de la fecha de hoy sin haber usted cumplido con las referidas formalidades de la aceptación y del juramento, me consideraré en libertad para disponer del susodicho cargo y extender otro nombramiento.

Atentamente,
Jaime Benitez

Rector de la Universidad
de Puerto Rico **JAI ME BENITEZ**



ACEPTACION DE NOMBRAMIENTO

Mama Lee de Muñoz Marín

August 29, 1943

Honorable Rector de la
Universidad de Puerto Rico
Río Piedras, Puerto Rico

Señor:

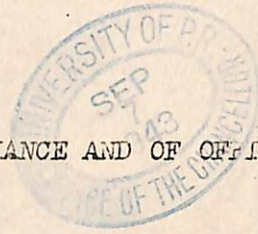
Por la presente acepto formalmente el nombramiento
extendido a mi favor para desempeñar el cargo de

Encargada de Publicidad

de acuerdo con los términos y condiciones estipulados
en su comunicación del 29 de julio de 1943 [received on August 25,
as it was not sent by air mail]
Remito adjunto, debidamente jurado, el Juramento de
Fidelidad y Toma de Posesión de Cargo y Empleo.

Mama Lee de Muñoz Marín

O.K.



OATH OF ALLEGIANCE AND OF OFFICE

I, Muna Lee de Muñoz Marín, 48
(Name of official or employee) (Age)

appointed Incargado de Publicidad, do
(Name of office or employment)

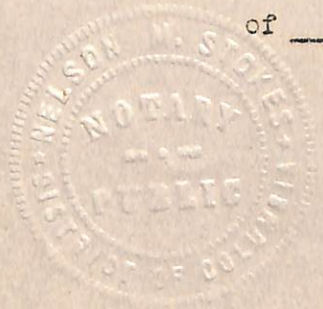
solemnly swear that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Marín
(Official or Employee)

SWORN TO AND SUBSCRIBED before me, Walter H. Stokes in
Notary Public
and for the District of Columbia, this 31st day
of August of the year 1943.

Walter H. Stokes
(Official who administers the oath)
Notary Public

MY COMMISSION EXPIRES
JANUARY 31, 1946





January 16, 1943

Mrs. Muna Lee de Muñoz Marin
Department of State
Washington, D.C.

Dear Mrs. Muñoz Marin:

I am in receipt of your letter of January 11 in relation to your application for an extension of your leave of absence. Inasmuch as leaves of absence according to the new University Law are granted by the Chancellor upon consultation with the University Board, I am referring your letter to Mr. Benítez for the proper action.

I was very much impressed with the excellent work that you are doing in behalf of Puerto Rico and I wish you continued success in your splendid work.

Very cordially and sincerely
yours,

Pedro A. Cebollero
Permanent Secretary.

pac/epv



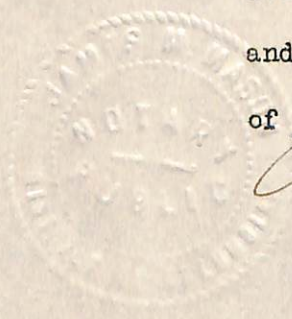
OATH OF ALLEGIANCE AND OF OFFICE

I, Muna Lee de Muñoz Marín, 47
(Name of official or employee) (Age)
appointed Encargada de Publicidad (in charge of publicity), do
(Name of office or employment)

solemnly swear that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Marín
(Official or Employee)

SWORN TO AND SUSCRIBED before me, a. Leery Pablin, in
and for the DISTRICT OF COLUMBIA, this 23rd day
of June of the year 1942.



A. H. Pablin
(Official who administers the oath)
NOTARY PUBLIC
DISTRICT OF COLUMBIA



ACEPTACION DE NOMBRAMIENTO

June 23, 1942

A la Hon. Junta de Síndicos
Universidad de Puerto Rico

Acepto formalmente el nombramiento de

encargada de publicidad

en los términos y condiciones indicadas en la
Notificación de Nombramiento recibida por mí con
fecha junio 22, 1942.

Incluyo, debidamente formalizado, mi Juramento de
Fidelidad, de acuerdo con la ley.

Respetuosamente,

Muna Lee de Muñoz Marín

Gobierno de Puerto Rico
 Universidad de Puerto Rico
 JUNTA DE SINDICOS
 Río Piedras, P. R.

NOTIFICACION DE NOMBRAMIENTO

JUN 15 1942

A: **Da. Muna Lee de Muñoz Marín**
 Universidad

La Junta de Síndicos de la Universidad de Puerto Rico ha aprobado su nombramiento de Encargada de Publicidad

con sueldo a razón de DOS MIL SETECIENTOS -----NO/100
 DOLARES (\$ 2,700.00), para y durante el año fiscal 1942-43, sujeto a las limitaciones establecidas por el vigente Reglamento de la Universidad de Puerto Rico y de su Junta de Síndicos; a cualesquiera disposiciones, resoluciones, o reglas que dicha Junta de gobierno, de cuando en cuando ponga en vigor; a las disposiciones de la Ley que reorganiza la Universidad de Puerto Rico, aprobada en mayo 7, 1942; y, sujeto, además, a las modificaciones que el Organismo, creado por la referida Ley de mayo 7, 1942, al que corresponde la confección del presupuesto universitario, tenga por conveniente introducir.

En caso de que el susodicho nombramiento sea de su agrado de usted, en las condiciones mencionadas, sírvase radicar en esta Secretaría, dentro de quince (15) días a partir de la fecha, aceptación formal, que se incluye en blanco, junto con su Juramento de Fidelidad y de Toma de Posesión, de acuerdo con la Ley.

De no recibir aviso de usted dentro del citado término, las autoridades universitarias entenderán que quedan en libertad de hacer otro nombramiento.

Respetuosamente,



Secretario
 Junta de Síndicos
 Universidad de Puerto Rico

sm-pl
 dsl

cmr



E 109



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XII-22-41

DEPARTMENT OF STATE
DIVISION OF CULTURAL RELATIONS

December 15, 1941

Mrs. Lee de Murray Mason

At. Lic. 9/8
desk div 10 - 01/41

III-5-a(1)

Mr. Rafael Menéndez Ramos
Acting Chancellor
University of Puerto Rico
Río Piedras, Puerto Rico

Dear Mr. Menéndez Ramos:

In view of the fact that ^{December} my vacation expires officially on 19, and my sabbatical leave does not begin until January 1, will you be so good as to recommend to the Board of Trustees that I be granted extraordinary vacation from December 20 to December 31 inclusive; and will you please notify the University Treasurer if favorable action is taken on the request?

I find much interest in the University of Puerto Rico and in

E, 108.

DEPARTMENT OF STATE
DIVISION OF CULTURAL RELATIONS



the Island in general among the people whom I meet, in spite of and perhaps to some extent because of war conditions. You have perhaps seen some of the favorable publicity for the University which has already appeared in the papers; and will be interested to learn that The Magazine of Art is featuring in its January issue an article on Art in the University of Puerto Rico which I wrote and which will be fully illustrated.

With the season's greetings,

Yours sincerely,

Muna Lee de Muñoz Marín



GOBIERNO DE PUERTO RICO
UNIVERSIDAD DE PUERTO RICO

RIO PIEDRAS, P. R.

OFICINA DEL CANCELLER

CONTRATO DE SERVICIOS PROFESIONALES

DE UNA PARTE: La Universidad de Puerto Rico, representada por su Canciller interino, R. Menéndez Ramos, y

DE LA OTRA: Muna Lee de Muñoz Marín, Encargada de Publicidad de la Universidad de Puerto Rico, por la presente llevan a cabo el siguiente

CONVENIO

Primero: Muna Lee de Muñoz Marín, Encargada de Publicidad de la Universidad de Puerto Rico, ha solicitado licencia sabática para ausentarse de la Universidad de Puerto Rico durante el segundo semestre del año académico 1941-42.

Segundo: La Universidad de Puerto Rico, representada por su Junta de Síndicos, acordó conceder a la susodicha Encargada de Publicidad la licencia sabática solicitada, estableciéndose como condiciones para la validez de dicha licencia

- a - Que la susodicha Muna Lee de Muñoz Marín someta al Canciller de la Universidad de Puerto Rico un bosquejo de los estudios, investigaciones y colaboraciones, con respecto a las relaciones interamericanas, que proyecta llevar a cabo durante el período sabático;
- b - Que la susodicha Muna Lee de Muñoz Marín se comprometa a permanecer en la Universidad de Puerto Rico, prestando sus servicios a la misma, de ser para ello requerida, por lo menos un año después de su regreso; y en caso contrario, que se comprometa a reembolsar a la Universidad el sueldo percibido;
- c - Que rinda un informe al Canciller de la Universidad de Puerto Rico, indicando el trabajo realizado por ella durante su ausencia.

Tercero: Muna Lee de Muñoz Marín, Encargada de Publicidad de la Universidad de Puerto Rico, hace constar que acepta las condiciones sobredichas y juntamente con la Universidad, representada por su Canciller interino, formalizan este CONTRATO de acuerdo con las condiciones y términos expresados.

Río Piedras, P. R. a 15 de noviembre de 1941.

R. Menéndez Ramos
Canciller interino, Universidad de Puerto Rico

Muna Lee de Muñoz Marín
Encargada de Publicidad, Universidad de Puerto Rico



*Re: Solicitud de
lic y s complet
por 1 año,
Doña Muna Lee
de Muñoz*



29

Handwritten blue scribble

GOBIERNO DE PUERTO RICO
UNIVERSIDAD DE PUERTO RICO
RIO PIEDRAS, P. R.

OFICINA DEL CANCELLER

Noviembre
10
1 9 4 1

Lcdo. Samuel Medina
Secretario Ejecutivo
Junta de Síndicos
Universidad de Puerto Rico

Mi estimado Sr. Medina:

Le acompaño copia de una solicitud que acaba de entregarme la Sra. Muna Lee de Muñoz Marín, para los fines pertinentes.

Como verá por la carta que me dirige la Sra. Lee, ella solicita que este asunto se consulte a los miembros de la Junta por referéndum.

Cordialmente suyo,

Handwritten signature of R. Menéndez Ramos

R. MENÉNDEZ RAMOS
Decano de Administración
Interino

Anexo

Universidad de Puerto Rico

Rio Piedras, P. R.

Oficina del Canciller



Negociado de Publicidad

MA

Mr. Rafael Menéndez Ramos
Acting Dean of Administration
University of Puerto Rico

Dear Mr. Menéndez Ramos:

It is my urgent request that you be as good as to submit to the Board of Trustees by referendum at the earliest possible moment the attached request for one year's leave with full pay, with immediate payment in advance of salary checks for January and February.

Faithfully,

Mena Lee de Menéndez Marín
Publicity Officer

November 6, 1941

UNIVERSITY OF PUERTO RICO
RIO PIEDRAS, P. R.



November 7, 1941

To the Honorable Board of Trustees,
University of Puerto Rico

Gentlemen:

The purpose of this letter is to ask that I be granted one year's sabbatical leave on full pay, from January 1, 1942, to December 31, 1942, inclusive. My reason for asking for full pay for the entire year is that I have given nine years uninterrupted service as publicity director in the University of Puerto Rico without asking for leave nor vacation during that period, and without receiving any increase in salary; and that furthermore during five of those years, over and above my contractual obligations which were always met in full, I taught a three-hour class in English literature for which I neither asked nor received compensation.

It is my purpose to spend the year's leave in Washington and New York in close association with the inter American activities of the Division of Cultural Relations of the Department of State; with the committee headed by Mr. Nelson Rockefeller, Coordinator of Cultural Relations between the Americas; and with the Division of Intellectual Cooperation of the Pan American Union. I feel that the contacts so established and the experience acquired will be constantly useful to this University's expanding program throughout that time.

Full pay for the period for which I am asking leave would be \$2700, of which I respectfully request that the salary checks of January and February be paid in advance, and immediately. My trip to the States for the purposes indicated will be made possible only if I receive these checks as hereby petitioned.

During my 14 years administrative service as publicity officer of the University of Puerto Rico, I have never taken, and until the present have never asked for, a vacation, although my contract entitles me to one month's vacation with pay annually; nor have I ever requested sabbatical leave, though in these 14 years it has been due me twice over. From 1930-32 I had leave without pay for special publicity service international



in scope, carried on in Washington, with occasional service in Geneva, Paris, Madrid, and many cities of the U. S. My work during that period resulted in considerable excellent publicity for the University of Puerto Rico, and helped establish intellectual relationships many of which are still actively benefitting this institution, though that leave did not cost the University one penny.

Since 1932, in nine years of uninterrupted service, I have not been absent from my office on working days except for two weeks attendance in 1936 as guest of honor at the annual convention of the National Woman's Press Club in Washington; a trip which again brought considerable publicity to the University of Puerto Rico, but all the expenses of which I paid out of my own meager salary.

In short I have worked twelve months a year every year for the University, never taking during that time what would amount to the nine months leave with pay to which I have been entitled: a total of \$2025. In addition, my 12 years of actual service here have twice entitled me-- at the end of each six-year period-- to sabbatical leave, though I have never asked for it; two sabbatical leaves at half-pay giving a total of \$2700. So that in actual fact I have given the University of Puerto Rico, over and above my paid services, the equivalent in service of \$4725; without counting my five years' teaching of an advanced class in English.

I feel therefore that I am not making an unreasonable request in asking for leave with full pay and I most earnestly petition that the request be granted upon receipt of this letter and that the salary checks for January and February next be made immediately available in advance.

Respectfully,

Muna Lee de Muñoz Marín
Publicity Officer

MLMM/ger

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]
[Handwritten signature]

Received
July 21, 1941

31



OATH OF ALLEGIANCE AND OF OFFICE

I, Muna Lee de Muñoz Marín, 46
(Name of official or employee) (Age)

appointed Encargada de Publicidad, do
(Name of office or employment)

solemnly swear that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Marín
(Official or Employee)

Affidavit No. 10748.-

SWORN TO AND SUSCRIBED before me, a Notary Public in
and for the Island of Puerto Rico, this 19th day
of July of the year 1941.



Rodolfo Pabon
(Official who administers the oath)
Notary Public

Received
July 21, 1941



ACEPTACION DE NOMBRAMIENTO

July 19, 1941

Al: Secretario Ejecutivo de la Junta de Síndicos
Universidad de Puerto Rico

Acepto formalmente el nombramiento de

Encargada de Publicidad de
la Universidad de Puerto Rico

bajo los términos y condiciones expresados en su carta fe-
chada 18 de julio de 1941. Remito adjunto
mi Juramento de Fidelidad y de Toma de Posesión de cargo o
Empleo.

Muna Lee de Muñoz Marín

GOBIERNO DE PUERTO RICO
 UNIVERSIDAD DE PUERTO RICO
 JUNTA DE SINDICOS
 Río Piedras, P.R.



Oficina del
 Secretario Ejecutivo

NOTIFICACION DE NOMBRAMIENTO

JUL 18 1941

A: Muna Lee de Muñoz Marín
 Universidad de P. R.

La Junta de Síndicos de la Universidad de Puerto Rico ha aprobado su nombramiento de ~~Encargada de Publicidad~~

con sueldo a razón de ~~DOS MIL SEPECIENTOS~~ ~~no/100~~
~~DOLARES~~ (\$ ~~2,700.00~~), para y durante el año fiscal
~~1941-42~~, sujeto a las limitaciones establecidas por el
 Reglamento de la Universidad de Puerto Rico y de su Junta de Síndicos,
 y a aquellas otras disposiciones, resoluciones, o reglas que dicha Jun-
 ta de gobierno, de cuando en cuando, ponga en vigor.

En caso de que el susodicho nombramiento sea de su agrado de us-
 ted, en las condiciones mencionadas, sírvase radicar en esta Secreta-
 ría, dentro de quince (15) días a partir de la fecha, aceptación for-
 mal, que se incluye en blanco, junto con su Juramento de Fidelidad y
 de Toma de Pasesión, de acuerdo con la Ley.

De no recibir aviso de usted dentro del citado término, las auto-
 ridades universitarias entenderán que quedan en libertad de hacer otro
 nombramiento.

De usted respetuosamente,

Secretario Ejecutivo
 Junta de Síndicos
 Universidad de Puerto Rico

em/epv
 lma

UNIVERSITY OF PUERTO RICO
BOARD OF TRUSTEES
RIO PIEDRAS

OFFICE OF THE SECRETARY
Received: July 17
Referred to: _____
1940



OATH OF ALLEGIANCE AND OF OFFICE

I, Muna Lee de Muñoz Marín, 45
(Name of official or employee) (Age)

appointed in charge of Publicity in the University of Puerto Rico, do
(Name of office or employment)

solemnly swear that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Marín
(Official or Employee)

SWORN TO AND SUBSCRIBED before me, POSTMASTER in
and for the City of Rio Piedras, P.R., this 19th day
of July of the year 1940.



Antonio Godines
(Official who administers the oath)

POSTMASTER

Gobierno de Puerto Rico
Universidad de Puerto Rico
Junta de Síndicos
Río Piedras, P. R.



Secretaría

ACEPTACION DE NOMBRAMIENTO

(Fecha) 18 de julio de 1940

Secretario, Junta de Síndicos,
Universidad de Puerto Rico,
Río Piedras, P. R.

Señor:

He recibido su comunicación de 17 de julio de 1940,
informándome que, en sesión de _____ de _____ de _____,
ese Alto Cuerpo confirmó mi nombramiento para la plaza de encargada
de la publicidad

con haber anual de (\$ 2700) durante el ejercicio del año fiscal
de 1940-41.

ACEPTO formalmente la designación de referencia en las condiciones
estipuladas en la notificación de nombramiento.

Incluyo mi juramento de fidelidad y de toma de posesión de cargo o
empleo que requiere la legislación vigente.

Atentamente,

Muna Lee de Muñoz Marín

Government of Puerto Rico
University of Puerto Rico
BOARD OF TRUSTEES
Río Piedras, P. R.



Office of the
Secretary

NOTICE OF APPOINTMENT

July 15/40

To: Muna Lee de Muñoz Marín
University of Puerto Rico

The Board of Trustees of the University of Puerto Rico has approved your appointment as In Charge of Publicity -----

with compensation at the rate of TWO THOUSAND SEVEN HUNDRED--No/100
DOLLARS (\$ 2,700.00), for and during the fiscal

year 1940-41 subject to the limitations established in the By-laws of the University of Puerto Rico and its Board of Trustees, and to such other dispositions, resolutions, or regulations which the said governing Board might, from time to time, enact.

In case the aforesaid appointment is agreeable to you under the above mentioned conditions, please file with the undersigned Secretary, within fifteen (15) days from the date hereof, formal acceptance upon the attached blank, together with your Oath of Allegiance and of Office, as required by law.

Not hearing from you within that period, the University authorities will understand themselves to be free to make another appointment.

With the hope that you will accept, I am

Very truly yours,

Secretary

SECRET
OFFICE OF THE CLERK

July 4/39



OATH OF ALLEGIANCE AND OF OFFICE

1939-40

I, Muna Lee de Muñoz Marín, 44
(Name of official or employee) (Age)

appointed in charge of Publicity University of Puerto Rico, do
(Name of office or employment)

solemnly swear that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Marín
(Official or Employee)

SWORN TO AND SUSCRIBED before me, POSTMASTER in
and for the City of Rio Piedras P.R., this 6th day
of July of the year 1939.



Antonio Godoy
(Official who administers the oath)
POSTMASTER



July 4/39

ACCEPTANCE OF APPOINTMENT
Aceptación de Nombramiento

July 1, 1939

To: Secretary, Board of Trustees
Al: Secretario Junta de Síndicos

University of Puerto Rico.
Universidad de Puerto Rico.

I do hereby formally accept the appointment as
Acepto formalmente el nombramiento de

in charge of Publicity, with compensations

at the rate of \$2700 for and during the fiscal year 1939-40,

according to the terms and conditions stated in your
bajo los términos y condiciones expresados en su

letter dated June 30, 1939 My Oath of
carta fechada Remito adjunto

Allegiance and of Office, duly executed, is enclosed.
mi Juramento de Fidelidad y de Toma de Posesión de cargo o Empleo.

Muna Lee de Muñoz Marín





Gobierno de Puerto Rico
UNIVERSIDAD DE PUERTO RICO
JUNTA DE SINDICOS
RIO PIEDRAS, P. R.

SECRETARIA

December 8, 1938

Mrs. Muna Lee de Muñoz Marín
Director, Bureau of Publicity
University of Puerto Rico

My dear Madam:

Thank you very much for your kind letter of the 7th of the present month in response to ours of the 5th, referring to Dr. Roses Artau's gift of 162 copies of The American Journal of Roentgenology and Radium Therapy.

Respectfully yours,

Samuel Medina
Secretary

sm/pl

UNIVERSITY OF PORTO RICO
BOARD OF TRUSTEES
UNIVERSITY OF PUERTO RICO

RIO PIEDRAS, P. R. Office for the Secretary

Received: December 7, 1938

Referred to:



December 7, 1938

Mr. Samuel Medina, Secretary
Board of Trustees
University of Puerto Rico

Dear Mr. Medina:

In accordance with your request of December 5, I am sending in to the press and radio bureaus today a note expressing the University's appreciation for Dr. Roses Artau's gift of 162 copies of The American Journal of Roentgenology and Radium Therapy.

Yours sincerely,

Muna Lee de Muñoz Marín
Director, Bureau of Publicity

OATH OF ALLEGIANCE AND OF OFFICE



UNIVERSITY BOARD OF THE SECRETARY
Received: July 22/37
Referred to:

I, Muna Lee de Muñoz Marín, 42
(Name of official or employee) (Age)

appointed Director, Negociado de Publicidad, Universidad, do solemnly swear
(Name of office or employment)

that I will support and defend the Constitution of the United States and
Laws of Puerto Rico against all enemies, foreign or domestic; that I will
bear true faith and allegiance to the same; that I take this obligation
freely, without mental reservation or purpose of evasion; and that I will
well and faithfully discharge the duties of the office or employment on which
I am about to enter. So help me God.

Muna Lee de Muñoz Marín
(Official or employee)

aff. 60978.

SWORN AND SUBSCRIBED before me, Municipal Judge in
and for the City of Rio Piedras, this 20th day of
July of the year 1937.

J. M. Bermúdez
(Official who administers the oath)
Municipal Judge of
Rio Piedras

OATH OF ALLEGIANCE AND OF OFFICE



UNIVERSITY OF PUERTO RICO
OFFICE OF THE SECRETARY
RECEIVED: *Sept 12/36*
RETURNED TO:

I, Muna Lee de Muñoz Marín, 41
[Name of official or employee] [Age]

appointed Director, Bureau of Publicity, do solemnly swear
University of Puerto Rico
[Name of office or employment]

that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter. So help me God.

Muna Lee de Muñoz Marín
[Official or employee]

SWORN AND SUBSCRIBED before me, Municipal Judge in

and for the City of Río Piedras, Puerto Rico, this 11 day of

September of the year 1936

54907

[Signature]
[Official who administers the oath]

GOVERNMENT OF PUERTO RICO
UNIVERSITY OF PUERTO RICO
RIO PIEDRAS, P. R.



UNIVERSITY OF PUERTO RICO
BOARD OF TRUSTEES
RIO PIEDRAS, P. R.

June 10/36
[Signature]

June 9, 1936

Mr. Samuel Medina, Secretary
Board of Trustees
University of Puerto Rico.
(Through the office of the Dean of Administration)

Dear Sir:

I hereby notify you of my acceptance of the appointment as Director of Bureau of Publicity, confirmed by the Board of Trustees at its meeting held May 26 and 27, and announced to me in your letter of May 28.

Yours truly,

Muna Lee de Muñoz Marín
Director, Bureau of Publicity.



August 17, 1935

Mrs. Muna Lee de Muller Maria
University of Puerto Rico
Rio Piedras, P. R.

Dear Muna:

I am in receipt of your letter concerning the course in English Poetry, about which I talked you some time ago. I really appreciate your indications and the way in which you look at the problem, which I think is perfectly all right.

Since our talk the head of the department has been appointed, and I am submitting this matter to him in accordance with the letter copy of which I am enclosing.

With my best wishes of success in this new course, I remain

Very truly yours,

Julio Garcia-Diaz
Dean

JGD/jbc

GOVERNMENT OF PUERTO RICO
UNIVERSITY OF PUERTO RICO
RIO PIEDRAS, P. R.



August 9, 1935

Dean Julio García Díaz
College of Arts and Sciences
University of Puerto Rico

Dear Dean García:

After a careful examination of the English courses which have been and are at present offered in the University of Puerto Rico, as described in the official bulletins, I am strongly of the opinion that the best way, perhaps the only effective way, to inaugurate the study of contemporary poetry is by offering a course on English Poetry since 1900. This would of course, include poetry in both England and the United States; and should be a seminar course, meeting three times a week, with lectures and collateral readings.

In accordance with your suggestion that I teach a course on poetry, I am willing to teach such a course as that suggested above, provided that the class consist of not more than ten students, who have had two years of college English and, in the opinion of the instructor, show an aptitude for the intensive study of poetry; and provided also that the library order the additional books (some twenty at least) which would be required.

As you will observe, I do not advise a course on Contemporary American Poetry nor one on Contemporary British Poetry at present. Such courses presuppose a basic training in the history and appreciation of English poetry which our students have not had.

They are specialized courses, and cannot be profitably taught, no matter how fully equipped the instructor, to classes which are not prepared to receive their benefits. The course which I recommend will give the modern background and offer a birdseye view of the field. It should rouse interest and help pave the way for further development. It is not an ideal arrangement, but almost

Mr. García

-2-

August 9, 1935

certainly the best possible under present conditions.

As permanent member of the Advisory Council of the Poetry Society of America, and in view of my regard for my own integrity as poet and as critic of poetry, I cannot endorse courses which I feel would prove inadequate either in intention or in effect. We must, if we are to make the courses in English poetry worthy of the name, be very careful of what is offered, how it is offered, and under what conditions.

Yours truly,

Muna Lee de Muñoz Marín

Muna Lee de Muñoz Marín
Director, Bureau of
Publicity

ML:cu

GOBIERNO DE PUERTO RICO
UNIVERSIDAD DE PUERTO RICO
JUNTA DE SINDICOS
RIO PIEDRAS, P. R.

UNIVERSITY OF PORTO RICO
BOARD OF TRUSTEES
RIO PIEDRAS, P. R.



Oficina del Secretario.

OFFICE OF THE SECRETARY

Received: *Junio 7/35*

ACEPTACION DE NOMBRAMIENTO

June 6, 1935

Secretario, Junta de Síndicos,
Universidad de Puerto Rico,
Río Piedras, P. R.

Señor:

He recibido su atenta de *28* de *mayo* de *1935*,
comunicándoseme que, en sesión de *25* de *mayo* de *1935*,
ese alto cuerpo confirmó mi nombramiento para la plaza de
Directora, Negociado de Publicidad

con haber anual de \$ *2700.00* durante el ejercicio *fiscal*
de *1935-36*.

ACEPTO formalmente la designación de referencia en las
condiciones estipuladas en la notificación de nombramiento.

Atentamente,

Muna Lee de Muñoz Marín



Gobierno de Puerto Rico
UNIVERSIDAD DE PUERTO RICO
JUNTA DE SINDICOS
RIO PIEDRAS, P. R.



Oficina del Secretario.

NOTIFICACION DE NOMBRAMIENTO

.....28 de mayo de 1935.....

Señora Hana Lee de Muñoz María.....

.....Universidad.....

Estimada..... señor.....:

Tengo el honor de comunicarle que la Junta de Síndicos de la Universidad de Puerto Rico, en sesión celebrada el día 25 de mayo de 1935, confirmó su nombramiento para la plaza de Directora, Negociado de Publicidad.....

.....con haber anual de dos mil setecientos.....00/100..... dólares (\$2,700.00.....) durante el ejercicio fiscal..... de 1935-36.

Este nombramiento se hace sujeto a las limitaciones prescritas en el Reglamento vigente de la Universidad de Puerto Rico y de su Junta de Síndicos, y aquellas disposiciones que, de tiempo en tiempo, sean promulgadas por esta Junta de gobierno.

Si es de su conformidad la designación en las condiciones estipuladas, sírvase llenar y firmar la aceptación adjunta, y devolverla a esta oficina a la mayor brevedad posible.

Muy atentamente,

Secretario

GOBIERNO DE PUERTO RICO UNIVERSITY OF PORTO RICO
UNIVERSIDAD DE PUERTO RICO BOARD OF TRUSTEES
JUNTA DE SINDICOS RIO PIEDRAS, P. R.
OFFICE OF THE SECRETARY

Oficina del Secretario.

Received:
Referred to:



Oct 4/34

ACEPTACION DE NOMBRAMIENTO

3 de octubre de 1934

Secretario, Junta de Síndicos,
Universidad de Puerto Rico,
Río Piedras, P. R.

Señor:

He recibido su atenta de *26* de *Septiembre* de *1934*,
comunicándoseme que, en sesión de *11* de *agosto* de *1934*,
ese alto cuerpo confirmó mi nombramiento para la plaza de
Directora, Negociado de Publicidad

con haber anual de \$ *2,439.60* durante el ejercicio *fiscal*
de *1934-35*

ACEPTO formalmente la designación de referencia en las
condiciones estipuladas en la notificación de nombramiento.

Atentamente,

Muna Lee de Muñoz Marín





August 15, 1932

Mrs. Muna Lee de Muñoz Marin
National Women's Party
144 B Street Northeast
Washington, D. C.

My dear Mrs. Muñoz Marin:


I have read with interest your kind letter of August 9, and I am glad to hear that you will be on duty again in this University Monday, September 5, 1932.

I dropped this morning in the office of the Principal of the Elementary School in the matter of places for your children, Munita and Luisito. Mr. Rodriguez informed me that the grandmother of the children had visited him and that at the time, he offered to give your children a first opportunity, so far as the enrollment then was covered to its full capacity. It is my belief that this matter will be satisfactorily settled upon your arrival in Puerto Rico.

Fernando, my son, has successfully completed his third year in college, and continues enthusiastically in his studies; and Carmen, my eldest daughter, whom you do not know yet, made a good record in her first year, normal course. Both, I expect, will graduate next year.

Hoping to meet you soon at the University, I am

Sincerely yours,


Fernando J. Rodil

fjr/ep

- Australia*
MRS. JESSIE STREET
- Austria*
DR. MARIANE BETH
FRAU HELENE GRANITSCH
FRAU MARIANE HAINISCH
FRAU YELLA HERTZKA
FRAU LILLIAN VON MATSCH
FRAU GISELA URBAN
- Belgium*
MME. LUCIE DEJARDIN
- Cuba*
BLANCHE Z. DE BARALT
DR. JULIA MARTINEZ
MARIA MONTALVO DE SOTO NAVARRO
- Czecho-Slovakia*
MILENA ILLOVA
- Egypt*
MME. HODA CHARAOUI PACHA
MLLE. CEZA NABARAUI
- France*
MLLE. MARCELLE CAPY
MME. CAMILLE DREVET
MME. GABRIELLE DUCHENE
MME. BOAS DE JOUVENEL
MME. MALATERRE-SELLIER
MME. MARIA VERONE
- Germany*
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ELIZABETH ROBINS
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MARIE SVOLO
- Holland*
CLARA MULDER VAN DE GRAAF-DE BRUIJN
- Ireland*
MRS. CHARLOTTE DESPARD
MRS. H. S. SKEFFINGTON
- Italy*
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DR. TERESITA SANDESKY-SCELBA
MARIA A. LOSCHI
- Norway*
DR. ELLEN GLEDITSCH
BETSY KJELSBURG
- Palestine*
DR. ROSA WELT STRAUS
- Persia*
SEDIGHE DOLATABADI
- Roumania*
HELENE ROMNICIANO
HELENE VACAESCO
- Spain*
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- Sweden*
BARONESS RUTH STJERNSTEDI
- Switzerland*
MARGUERITE GOBAT
- Turkey*
MME. HALIDE EDIB

National Woman's Party

NATIONAL HEADQUARTERS
ALVA BELMONT HOUSE
CAPITOL HILL
WASHINGTON, D. C. August 9, 1932
CABLE ADDRESS: NAWOP

OFFICIAL WEEKLY PUBLICATION—"EQUAL RIGHTS"

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- Artists*
GEORGIA O'KEEFE, N. Y.
- Authors*
INEZ HAYNES IRWIN, N. Y.
- Business*
ROWEN WASHBURN GRAVES, Col.
- Farm Women*
MRS. ISABEL H. WATSON, Md.
- Home-Makers*
MRS. EMILE BERLINER, D. C.
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RUTH HALE, N. Y.
- Lawyers*
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LAVINIA DOCK, Pa.
ANNIE W. GOODRICH, Conn.
- Pageant Directors*
HAZEL MACKAYE, Mass.
MARIE MOORE FORREST, D. C.
- Physicians*
DR. MARY O'MALLEY, D. C.
- Poets*
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- Scientists*
ALICE EASTWOOD, Cal.
- Sculptors*
MRS. ADELAIDE JOHNSON, D. C.
- Students*
VICTORIA BUELL, N. Y.
- Teachers*
ROSE M. KAVANA, Ill.



Mr. Fernando J. Rodil, Secretary
Board of Regents
University of Puerto Rico
Rio Piedras, Puerto Rico

Dear Mr. Rodil:

The children and I sail on the Coamo on September 1, and I shall be at my desk in the University, Monday, September 5. May I ask a great favor of you? It is to see that places are saved for both children in the Model School. Munita will be in the eighth grade, Luisito in the seventh. They have both made excellent scholastic records here - Luisito was third in Scholarship in his entire School last session; and Munita made a splendid record.

It will be a great pleasure to see you again. I hope your brilliant son is making the headway he deserves, and that all goes well with all of you.

Yours sincerely,

Muna Lee de Muñoz Marín
Director of National Activities.

UNIVERSITY OF PUERTO RICO
BOARD OF REGENTS
RIO PIEDRAS, P. R.
OFFICE OF THE SECRETARY
Received: 8/15/32
Referred to:

Australia
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Austria
DR. MARIANE BETH
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FRAU MARIANE HAINISCH
FRAU YELLA HERTZKA
FRAU LILLIAN VON MATSCH
FRAU GISELA URBAN

Belgium
MME. LUCIE DEJARDIN

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MME. CEZA NABARAOU

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MME. CAMILLE DREVET
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MME. MALATERRE-SELLIER
MME. MARIA VERONE

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ALISON NEILANS
LADY RHONDDA
ELIZABETH ROBINS

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SEDIGHE DOLATABADI

Roumania
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Spain
SENORA DE GOMEZ-QUINTANA

Sweden
BARONESS RUTH STJERNSTEDI

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MARGUERITE GOBAT

Turkey
MME. HALIDE EDIB

National Woman's Party

NATIONAL HEADQUARTERS

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WASHINGTON, D. C.

CABLE ADDRESS: NAWOP

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RUTH VANDEER LITT, N. Y.

Secretary
A. MARGUERITE SMITH, N. Y.

Director of National Activities
MUNA LEE, P. R.

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DORA G. OGLE, Md.
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JANE NORMAN SMITH, N. Y.
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May 14, 1932.

Sr. Don Fernando J. Rodil, Secretary,
Board of Trustees,
University of Porto Rico,
Rio Piedras, Porto Rico.

Dear Mr. Rodil:

It was very good of you to inform me so promptly about the action of the Board of Trustees with regard to extending my leave of absence, without pay, until September. I am delighted to know that the extension was granted; and shall be equally happy to be home again and at my desk in the University on September 4.

My husband is in Washington, and excellent publicity about Porto Rico is attending his visit. Tonight Governor Beverley, and also Governor Pearson of the Virgin Islands, are dining here with us. We have seen them both on several occasions of late. I have been much interested in Governor Pearson's plans for a summer session in the Virgin Islands under the auspices of New York University.

With best wishes for you and your family;

Yours sincerely,

Muna Lee de Muñoz Marín

Director of National Activities.

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interest you.



Please return it to me,

M. L. de M. M.