

[**EXECUTIVE ORDER NO. 91, January 12, 1955**]

AMENDING EXECUTIVE ORDER NO. 324, DATED FEBRUARY 11, 1941, ENTITLED "PRESCRIBING REGULATIONS GOVERNING THE APPROVAL OF APPLICATIONS FOR VACATION AND SICK LEAVE OF OFFICERS AND EMPLOYEES OF THE GOVERNMENT"

In order to further promote efficiency in the government service and to protect the Retirement Insurance Fund of the Government Service Insurance System, as well as the funds of the national or local governments and of government-owned or controlled corporations, I, Ramon Magsaysay, President of the Philippines, do hereby prescribed the following regulations governing the approval of applications for leave of absence without pay for the information and guidance of all concerned:

1. Under the circumstances shall leave without pay be granted for more than one year. If an employee who is on leave without pay for any reason fails to return to duty at the expiration of one year from the effective date of such leave, he shall then be considered automatically separated from the service: *Provided*, That he shall, within a reasonable time before the expiration of his one-year leave of absence without pay, be notified in writing of the expiration thereof with a warning that if he fails to report for duty on said date he will be dropped from the service.
2. Any provision of Executive Order No. 324 dated February 11, 1941, which is inconsistent with the provisions hereof is hereby repealed or modified accordingly.

Done in the City of Manila, this 12th day of January, in the year of Our Lord, nineteen hundred and fifty-five, and of the Independence of the Philippines, the ninth.

(Sgd.) **RAMON MAGSAYSAY**
President of the Philippines

By the President:
(Sgd.) **FRED RUIZ CASTRO**
Executive Secretary



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