

[EXECUTIVE ORDER NO. 54, August 10, 1954]

**ORDERING THE FURNISHING OF COMPLETE SERVICE RECORDS
OF ALL PERSONNEL OF THE REPUBLIC OF THE PHILIPPINES TO
THE GOVERNMENT SERVICE INSURANCE SYSTEM.**

For the purpose of Section 13 of Commonwealth Act No. 186, as inserted by Republic Act No. 660 and amended by Republic Act No. 728, and in order to provide reliable bases for the valuation of the retirement insurance fund created under the aforementioned Acts, and to enable the Government Service Insurance System to serve its members more expeditiously, I, RAMON MAGSAYSAY, President of the Philippines, do hereby order that each employee shall reconstruct the record of his services in the Government and his employer shall certify such service record by following the procedure to be prescribed by the Government Service Insurance System.

Such service record shall be submitted to the System within ninety (90) days from the date of this Order, or within sixty (60) days from the date of his reemployment if he be not in the service on the date of this Order, together with the certificates, affidavits and other documents relied upon for the reconstitution of said records.

Any certified copy of document or paper that may be necessary in the reconstitution of a service record shall be furnished, free of charge, by any office, instrumentality or corporation of the Government.

Employees and their employers shall report to the Government Service Insurance System additions or changes in the Member's Service Record Cards that will have been furnished said Office.

Done in the City of Manila, this 10th day of August, in the year of Our Lord, nineteen hundred and fifty-four, 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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