



April 27, 2022

**MEMORANDUM FROM THE OFFICE OF THE DIRECTOR**  
**Memorandum No. OD-2022- 05-03**

**TO : ALL EMPLOYEES, CONTRACT OF SERVICE AND JOB ORDERS**

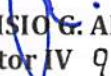
**SUBJECT : USE OF GENDER FAIR LANGUAGE IN OFFICIAL DOCUMENTS,  
COMMUNICATIONS, AND ISSUANCES**

Pursuant to Memorandum Circular No. 12, series of 2005 issued by the Civil Service Commission (CSC) and Republic Act 9710 known as the Magna Carta of Women, all employees, contract of service and job orders are encouraged to use gender-sensitive language at all times in official documents, communications and issuances.

Language is one of the most important tools in communication. It articulates thoughts and influences socialization, and thus plays a crucial role in promoting gender awareness and sensitivity in the agency. The use of gender fair language rather than gender-specific ones is a conscious effort to avoid implicit or explicit discriminatory language against women or men.

Attached is a copy of CSC MC No. 12 s. 2005 and non-sexist language tip sheet from the Gender Fair Media Guidebook which can also be accessed at <https://tinyurl.com/genderfairguide>.

For your compliance.

  
**DIONISIO G. ALVINDIA, PhD.**  
Director IV 9



22 1202



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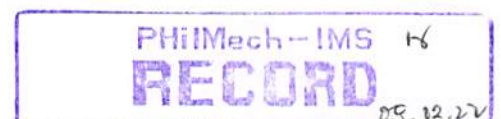
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**DIONISIO G. ALVINDIA, PhD.**  
Director IV



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MC No. 12, s. 2005

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; STATE UNIVERSITIES AND COLLEGES; GOVERNMENT-OWNED-OR-CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

**SUBJECT :** Use Of Non-Sexist Language In All Official Documents, Communications, And Issuances

Pursuant to CSC Resolution No. 050433 dated March 30, 2005, government officials and employees are encouraged to use non-sexist language in all official documents, communications, and issuances.

In line with the government's efforts to integrate women's concerns in its plans and programs through the years, the Civil Service Commission continuously undertakes gender mainstreaming activities, taking extra efforts in promoting gender-sensitivity in the bureaucracy. Beginning June 2000, gender and development (GAD) perspectives have been integrated in the conduct of civil service examinations partly through the use of non-sexist language in the test items. This has led to the Commission's active campaign on the use of gender-fair language.

Language is a very essential tool in communication. It articulates consciousness, reflects culture, and affects socialization. Hence, the need to recognize the importance of transforming language from traditional usage to a more liberating one, that which is gender-sensitive.

Since government employees and officials encounter gender issues everyday, the use of non-sexist language in preparing letters, memoranda, and other issuances, will encourage them to make a conscious effort to avoid implicit and explicit discriminatory language against women or men. This, in turn, will help promote gender-sensitivity in the bureaucracy.

Attached are some suggestions on how to use non-sexist language.

Please be guided accordingly.

  
KARINA CONSTANTINO-DAVID  
Chair

March 31, 2005



Republic of the Philippines  
**Civil Service Commission**  
 Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;  
 Civil Service at Its Best,  
 Mamamayan Muna

Use of Non-sexist Language  
 X-----X

RESOLUTION NO. 050433

**WHEREAS**, Section (2), Article IX-B of the 1987 Constitution provides that the Civil Service embraces all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters;

**WHEREAS**, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

**WHEREAS**, the government has been exerting effort to integrate women's concerns in its plans and programs over the years;

**WHEREAS**, the Commission recognizes that since language articulates consciousness, reflects culture, and affects socialization, it is a very important tool in communication, and as such, it is important to transform language from traditional usage to a more liberating one, that which is gender-sensitive;

**WHEREAS**, requiring the use of non-sexist language in common day-to-day activities, such as preparing letters, memoranda, and other issuances, will encourage government employees and officials to make a conscious effort to avoid implicit and explicit discriminatory language against women or men, thereby helping promote gender-sensitivity in the bureaucracy;

**NOW, THEREFORE**, the Commission resolves to encourage all government officials and employees to use non-sexist language in all official documents, communications, and issuances.

Quezon City, MAR 30 2005

**KARINA CONSTANTINO-DAVID**  
 Chair

**J. WALDEMAR V. VALMORES**  
 Commissioner

**CESAR D. BUENAFLORES**  
 Commissioner

Attested by:  
  
**REBECCA A. FERNANDEZ**  
 Director IV

## SOME SUGGESTIONS ON HOW TO USE NON-SEXIST LANGUAGE

### 1. ELIMINATE THE GENERIC USE OF *HE*, *HIS*, OR *HIM* UNLESS THE ANTECEDENT IS OBVIOUSLY MALE BY:

#### a. using plural nouns

TRADITIONAL:

The lawyer uses his brief to guide him.

SUGGESTED:

The lawyers use their briefs to guide them.

#### b. deleting *he*, *his*, and *him* altogether, rewording if necessary

TRADITIONAL:

The architect uses his blueprint to guide him.

SUGGESTION:

The architect uses a blueprint as a guide.

#### c. substituting articles (*a*, *an*, *the*) for *his*; using *who* instead of *he*

TRADITIONAL:

The writer should know his readers well.

SUGGESTION:

The writer should know the readers well.

#### d. using *one*, *we*, or *you*

TRADITIONAL:

As one grows older, he becomes more reflective.

SUGGESTION:

As one grows older, one becomes more reflective.

#### e. using the passive voice

TRADITIONAL:

The manager must submit his proposal today.

SUGGESTION:

The proposal must be submitted by the manager today.

### 2. ELIMINATE THE GENERIC USE OF *MAN*. INSTEAD, USE *PEOPLE*, *PERSON(S)*, *HUMAN(S)*, *HUMAN BEING(S)*, *HUMANKIND*, *HUMANITY*, *THE HUMAN RACE*.

TRADITIONAL:

ordinary man, mankind, the brotherhood of man

SUGGESTION:

ordinary people, humanity, the human family

### 3. ELIMINATE SEXISM IN SYMBOLIC REPRESENTATIONS OF GENDER IN WORDS, SENTENCES, AND TEXTS by:

#### a. taking the context of the word, analyzing its meaning, and eliminating sexism in the concept

TRADITIONAL:

feelings of brotherhood, feelings of fraternity

SUGGESTION:

feelings of kinship, solidarity

TRADITIONAL:

the founding fathers.

SUGGESTION:

the founders, the founding leaders

TRADITIONAL:

the Father of relativity theory

SUGGESTION:

the founder of relativity theory, the initiator of relativity theory

#### b. finding precise words to delineate the thing itself from supposedly sex-linked characteristics

TRADITIONAL:

Titanic was a great ship, but she now rests at the bottom of the sea.

SUGGESTION:

Titanic was a great ship, but it now rests at the bottom of the sea.

TRADITIONAL: "Don't let Mother Nature rip you off! She's out to kill your car's new finish... Stop her..."  
SUGGESTION: "Don't let Nature rip you off! It's out to kill your car's finish... Stop it..."

**4. ELIMINATE SEXUAL STEREOTYPING OF ROLES BY:**

- a. using the same term for both genders when it comes to profession or employment**

TRADITIONAL: salesman, stewardess  
SUGGESTION: sales agent, flight attendant

- b. using gender fair terms in lexical terms**

TRADITIONAL: sportsmanship  
SUGGESTION: highest ideals of fair play

- c. treating men and women in a parallel manner**

TRADITIONAL: I now pronounce you man and wife.  
SUGGESTION: I now pronounce you husband and wife.

- d. avoiding language that reinforces stereotyping images**

TRADITIONAL: a man's job, the director's girl Friday  
SUGGESTION: a big job, the director's assistant

- e. avoiding language that catches attention to the sex role of men and women**

TRADITIONAL: working mothers, spinsters or old maids  
SUGGESTION: wage-earning mothers, unmarried women

TRADITIONAL: busboys, chauvinist pigs  
SUGGESTION: waiters' assistants, male chauvinists

**5. ELIMINATE SEXISM WHEN ADDRESSING PERSONS FORMALLY BY:**

- a. using Ms. instead of Mrs.**

TRADITIONAL: Mrs. dela Cruz  
SUGGESTION: Ms. dela Cruz

- b. using a married woman's first name instead of her husband's**

TRADITIONAL: Mrs. Juan dela Cruz  
SUGGESTION: Ms. Maria Santos-dela Cruz

- c. using the corresponding titles for females**

TRADITIONAL: Dra. Concepcion Reyes  
SUGGESTION: Dr. Concepcion Reyes

- d. using the title of the job or group in letters to unknown persons**

TRADITIONAL: Dear Sir  
SUGGESTION: Dear Editor, Dear Credit Manager, Dear Colleague



## NON-SEXIST LANGUAGE TIP SHEET

Here is a selected list of terms that should be avoided because either they are sexist, exclude women, or are demeaning, most often to women and girls. Alternatives include sex-specific terms and gender-neutral plural forms. It is good to remember that while gender-neutral terms avoid sexism, they can keep women invisible. In cases where the use of a word has reinforced a perception that only men perform a task role, sex specific alternatives to it are noted.

Actress	Actor
Aged (elderly)	Older women, older men, older adults, senior citizens, elderly
Airline stewards/esses	Flight attendants
Anchorman	Anchor
Bachelorette, spinster	Single or unmarried woman
Barren	Infertile
Bellboy	Bellhop
Blacks (N. American)	African American women/girls African American men/boys African American
Broken home	Single-parent family; restructured family
Brotherhood of man	Humanity
Busboy	Waiter's assistant
Businessman	Businessman, businesswomen, entrepreneur, business community
Cameraman	Camera operator, photographer, videographer
Comedienne	Comedian
Chairman	Chairperson
Chambermaid	Hotel worker
Janitress	Cleaners
Congressman	Congressional Representatives and members of Congress
Craftsman	Craftswomen, artisans
Doorman	Doorkeeper
Early man	Early peoples, early men and women
Effeminate	Delicate, feeble, soft, affected

Female lawyer	Lawyer
Firemen	Firefighters
Fishermen	Fishers, fishing trade/community,
Fishwives	Fisherfolk, Fish sellers
Forefathers	Ancestors
Foreman	Supervisor
Gentleman's agreement	Unwritten agreement
Girl Friday	Personal assistant
Handyman	Repairer, maintenance worker
Heroine	Hero
Hooker	Prostituted person
Lady doctor	Doctor, physician
Lady guard	Guard, security guard
Layman	Non-expert, non-specialist
Layman's language	Lay as opposed to religious clergy Conversational, not technical
Lumberjack	Lumberman, lumberwoman, lumber cutters, dockers
Maid	Household worker/helper, domestic worker
Mailman	Mail carrier
Male nurse	Nurse
Man, mankind	Humanity, human species, humans, humankind, human beings, peoples
Man a project	Staff a project, hire personnel
Man-hours	Work hours, labor time
Manhood	Adulthood
Man and wife	Husband and wife, wife and husband
Man-made	Artificial
Manpower	Human resources, labor force, personnel
Man-sized	Big, huge
Middleman	Intermediary, agent
Newsman/newshen	Reporter, journalist, male or female
Mediaman	Journalist
Ombudsman	Ombud, protector, representative
Policeman	Police officer, constable
Pressmen	Press operators



Repairmen	Repairers
Salesman/girl	Salespeople, sales representatives, salesperson
Servant	Household worker, domestic worker
Seaman	Mariner, sailor, seafarer
Seamstress	Sewer, mender
Spokesman	Spokesperson
Statesmen	Diplomats, political leaders
Statesmanship	Diplomacy
Stockman	Stockworker
Unmarried/unwed mother	Single mother, solo parent
Usherette	Usher
Waitress	Waiter
Watchman	Guard, security guard
Weatherman	Weather reporter, meteorologist
Workmen's compensation	Worker's compensation
Whore	Prostituted person
Woman driver	Driver
Woman engineer	Engineer
Woman writer	Writer