

OFFICE OF THE EXECUTIVE DIRECTOR

21 July 2020

Administrative Order No. 109-D
Series of 2020

TO: All Divisions

FROM: 
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Executive Director *✓* *ch*

SUBJECT: Adopting the Use of Gender-fair Language and Images in Policy Issuances

In the pursuit of promoting gender sensitivity in the workplace, PCAARRD hereby adopts the use of gender-fair languages and images in policy issuances. This policy is in accordance with the Civil Service Commission (CSC) issued Memorandum Circular No. 12, series of 2005, encouraging government officials and employees to use non-sexist language in all its official documents, issuances and communications. Similarly, Philippine Commission on Women (PCW) also enjoined government agencies to use gender-sensitive language in the drafting and reviewing of legislative measures, as enshrined in PCW Memorandum Circular No. 2014-06.

Language is a vessel that allows the expression of one's ideas, opinions, and identity. As a tool for communication, language wields formidable power in shaping people's worldview and formation of collective cultures. Since PCAARRD is composed of employees and deals with external clients from various backgrounds, it then necessitates the use of gender-sensitive language in the agency's existing policies and drafting documents/reports/publications/images.

Members of the PCAARRD's Gender and Development Focal Point System (GFPS) shall spearhead and assist in enforcing the use of gender-fair language in drafting policies/guidelines and documents/reports/publications/images.

Attached herein are the aforementioned CSC Memorandum Circular No. 12, series of 2005 and PCW Memorandum Circular No. 2014-06 on the use of gender-fair language for your reference.



OFFICE OF THE PRESIDENT
PHILIPPINE COMMISSION ON WOMEN
"National Machinery for Gender Equality and Women's Empowerment"

MEMORANDUM CIRCULAR NO. 2014-06

TO : All Heads of Government Departments, Agencies, Bureaus, Offices, State Universities and Colleges (SUCs), Government-Owned and Controlled Corporations (GOCCs) and All Other Instrumentalities of Government, and Chairpersons of their Gender and Development (GAD) Focal Point Systems

SUBJECT: Promoting the Use of Gender-Sensitive Language in the Drafting and Review of Legislative Measures

DATE : 19 December 2014

Pursuant to Section 14, Article II of the 1987 Constitution, the "State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men." This State Policy is affirmed in the President's Social Contract with the Filipino People as pursued through Executive Order No. 43 s. 2011, which includes Gender Equality in its sixteen-point agenda and commits to transform the government "from a lack of concern for gender disparities and shortfalls, to the promotion of equal gender opportunity in all spheres of public policies and programs."¹

Recognizing that the use of gender-fair language is the first benchmark of gender-sensitivity, the Civil Service Commission (CSC) issued Memorandum Circular No. 12, series of 2005, attached herein, which encourages the use of non-sexist language in all official documents, communications and issuances. Republic Act 9710, otherwise known as the "Magna Carta of Women," reinforces the use of gender-sensitive language at all times.

While there has been growing observance on the use of gender-sensitive language in government documents, it has been observed that sexist language and terms are still used in existing laws and in some proposed legislative measures.

Language shapes thoughts, perceptions and attitudes and, thus, plays a very crucial role in promoting gender awareness and consciousness. The use of generic masculine terms to refer to both sexes in the text of laws renders women invisible, and could result to the non-consideration of their needs and concerns in the implementation of such laws.

In this regard, heads of agencies shall ensure that their GAD Focal Point Systems coordinate with and assist their legislative liaison officers in enhancing the gender-sensitivity of legislative measures by observing the use of gender-sensitive or non-sexist language in the drafting and review of their priority legislative measures and implementing rules and regulations of laws.

For your guidance and appropriate action.


REMEDIOS I. RIKKEN
Chairperson

¹ Retrieved from the Official Gazette Online: [http:// www.gov.ph/about/gov/exec/bsaiii/platform-of-government](http://www.gov.ph/about/gov/exec/bsaiii/platform-of-government)

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.

SUGGESTION: 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, and 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

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
