

**REGIONAL GENDER AND DEVELOPMENT TECHNICAL WORKING GROUP (RGAD-TWG)
RESOLUTION NO. 1, SERIES OF 2018**

**RECOMMENDING THE DSWD TO ADOPT THE USE OF NON-SEXIST LANGUAGE IN ALL
OFFICIAL DOCUMENTS, COMMUNICATIONS, AND ISSUANCES**

WHEREAS, the State promotes policy to protect women's rights, protecting them from all forms of violence, discrimination, and providing them equality regardless of their gender identity.

WHEREAS, language shapes thoughts, perceptions, and attitudes. It is also a very essential tool in communication. It plays a very crucial role in promoting gender awareness and consciousness, reflects culture, and affects socialization.

WHEREAS, the State is mandated to address gender discrimination to eliminate gender inequality, gender-based violence, and systemic discrimination practices against women as stated in the International Bill of Rights of Women or the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), Universal Declaration of Human Rights, Beijing Declaration and Platform for Action, and Sustainable Development Goals where the country is a member;

WHEREAS, the 1987 Philippine Constitution states in Section 14, Article II that the "State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men"; Memorandum Circular No. 12, series of 2005, encourages the use of non-sexist language in all official documents, communications and issuances; and Republic Act 9710 or the Magna Carta of Women reinforces the use of gender – sensitive language at all times;

WHEREAS, gender mainstreaming in the government was formally introduced by the National Commission on the Role of Filipino Women (NCRFW) in 1994, now the Philippine Commission on Women as a strategy to implement the gender equality policy of the State;

WHEREAS, the DSWD issued Administrative Order No. 05, series of 2012 or the "DSWD Guidelines on Gender and Development (GAD) Mainstreaming" in compliance to Section 36 of the Magna Carta of Women, Republic Act 7192 or Women in Development and Nation – Building Act, and Executive Order No. 273 or the Philippine Plan for Gender – Responsive Development, 1995 – 2025 to ensure that gender are mainstreamed in all policies, plans, programs, infrastructures, protocols, budget, and human resources;

WHEREAS, the ways to promote gender awareness, as stated in the Civil Service Commission's Memorandum Circular No. 12, series of 2005, is to use the non – sexist language in preparing letters, memoranda and other communications to encourage every government agency/entity to make conscious effort to avoid implicit and explicit discriminatory language against women and men; and This will help promote gender sensitivity in the workplace;

WHEREAS, despite the growing observance on the use of gender-sensitive language in government official documents, issuances and communications, there are still sexist language and terms used both in words and in written documents;

WHEREAS, through the implementation or adoption of the MC No. 12, series of 2005, the DSWD FO 1 ensures enhancing the gender – sensitivity measures by observing the use of gender – sensitive or non-sexist language judiciously;

WHEREAS, the Regional Gender and Development Technical Working Group (RGAD – TWG) is the lead in mainstreaming gender perspective in policies, plans and programs of the Department;

WHEREAS, Gender Sensitivity Trainings are regularly conducted to train and orient DSWD FO 1 staff to make them appreciate gender concepts, identify various gender issues, and enhance their gender lens which is vital to program implementation.

CONTROLLED COPY

**CERTIFIED PHOTOCOPY
FROM THE ORIGINAL**

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MARY CLAIRE S. EGUILOS
AO 11

WHEREAS, the use of Non-Sexist Languages should be or become part of the Monday Program/Division Meetings/Activities to reinforce the use of gender – sensitive language at all times;

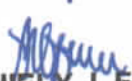

BE IT RESOLVED as it is **HEREBY RESOLVED** to request the Department of Social Welfare and Development Field Office 1 Gender and Development Technical Working Group to enjoin all staff to adopt the use of Gender Fair Language in the Workplace;

RESOLVED FURTHER, to request the DSWD Field Office 1 to adopt the resolution through RMDC Resolution and to disseminate to all concerned entities for their information and appropriate action;


RESOLVED FINALLY, to provide copies of the resolution to the Policy Development and Planning Bureau, DSWD, and other concerned entities for their information and appropriate action.

APPROVED, this 26th day of March 2018 at the DSWD Field Office I, City of San Fernando, La Union.

CERTIFIED TRUE AND CORRECT:


ANNIELY J. FERRER
SWO V/Chief, PPD 
RGAD-TWG Vice – Chairperson

ATTESTED:


MARLENE FEBES D. PERALTA
ARD for Operations
Chairperson, RGAD - TWG

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CERTIFIED PHOTOCOPY
FROM THE ORIGINAL


MARY CLAIRE S. EGUILOS
AO/II



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 L. 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)



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

100 Years of Service:
Civil Service at its Best.

[Signature]

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.

[Signature of Karina Constantino-David]
KARINA CONSTANTINO-DAVID
Chair

March 31, 2005

[Signature]

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

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 o□! She's out to kill your car's new finish... Stop her..."
SUGGESTION: "Don't let Nature rip you o□! 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