



MEMORANDUM NO. 38
Series of 2022

TO : ALL DOST VI PERSONNEL

FROM : **ROWEN R. GELONGA, ChE, CESO II**
Regional Director

DATE : 9 June 2022

SUBJECT : **USE OF NON SEXIST LANGUAGE IN ALL OFFICIAL DOCUMENTS,
COMMUNICATIONS, AND ISSUANCES**

Pursuant to the CSC Memorandum Circular No. 12, series of 2005 and as part of the Gender and Development (GAD) program of DOST Region VI, all employees are enjoined to **use non-sexist language in all official documents, communications, issuances, virtual pressers, social media posts, video campaigns and other information, education, and communication (IEC) materials.**

Attached are some suggestions on how to use non-sexist language. The GAD Program will be opening a Gender-Fair Language course in iTEACH (iteach.dost6.ph) in September 2022 to strengthen the skills of DOST VI personnel in using non-sexist language.

For guidance of all concerned.

Guidelines On The Use of Non-Sexist Or Gender-Fair 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*.
Suggested: The architect uses the blueprint as a guide.

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

Traditional: The writer should know *his* students well.
Suggested: The writer should know the students well.

d. Using *one, we, or you*

Traditional: As one grows older, *he* becomes more effective.
Suggested: As one grows older, *one* becomes more effective.

e. Using the passive voice

Traditional: The manager must submit *his* proposal today.
Suggested: 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
Suggested: 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: the founding father
Suggested: the founders, the founding leaders

Traditional: the Father of Relativity Theory
Suggested: 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: Black Pearl was a great ship, but *she* now rests at the bottom of the sea.
Suggested: Black Pearl was a great ship, but *it* now rests at the bottom of the sea.

4. Eliminate sexual stereotyping or roles by:

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

Traditional: salesman, stewardess, male nurse, poetess
Suggested: sales agent, flight attendant, nurse, poet

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

Traditional: sportsmanship
Suggested: highest ideals of fair play

- c. Treating men and women in parallel manner**

Traditional: I now pronounce you *man* and wife.
Suggested: I now pronounce you *husband* and wife.

- d. Avoiding language that reinforces stereotyping images**

Traditional: a man's job
Suggested: a big job

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

Traditional: working mothers, spinsters or old maids
Suggested: wage-earning mothers, unmarried women

5. Eliminate sexism when addressing persons formally by:

- a. Using Ms. Instead of Mrs.**

Traditional: Mrs. dela Cruz
Suggested: Ms. dela Cruz

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

Traditional: Mrs. Juan dela Cruz
Suggested: Ms. Maria Santos- dela Cruz

- c. Using the corresponding titles for females**

Traditional: Dra. Concepcion Reyes
Suggested: Dr. Concepcion Reyes

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

Traditional: Dear Ma'am, Dear Sir
Suggested: Dear Editor, Dear Manager