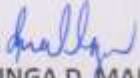





Memorandum Order
Number 2017-94
Series of 2017

TO: All DOST Caraga Personnel

FROM: 
DOMINGA D. MALLONGA
Regional Director 

SUBJECT: Institutionalization of the Use of Gender-fair Language in all of the Agency's Issuances and documents

DATE: November 23, 2017

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In compliance with the guidelines set forth by Civil Service Commission Memorandum Circular No. 12, Series of 2005 issued on 31 March 2005 and consistent with the gender mainstreaming program of DOST Caraga, all employees are enjoined to use gender-fair language in all DOST Caraga official documents, communications, issuances and proposals.

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-sensitive¹.

In dealing with clients and employees, DOST Caraga aims to treat them equally without stereotyping. With this, it is recommended to use gender fair-language in all agency's issuances and documents.

The following are 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 scholar must submit his grades regularly.
SUGGESTED: The scholars must submit their grades regularly.
 - b. Deleting he, his and him altogether, rewording if necessary
TRADITIONAL: The fabricator uses his manual to guide him.
SUGGESTED: The fabricator uses a manual as a guide.
 - c. Substituting articles (*a, an, the*) for *his*; using *who* instead of *he*
TRADITIONAL: The writer should know his readers well.

¹ CSC MC No. 12, series of 2005 issued on 31 March 2005



SUGGESTED: The writer should know the readers well.

d. Using *one, we, or you*

TRADITIONAL: As one grows older, he becomes more reflective.

SUGGESTED: 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.

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

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

SUGGESTED: a big job

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

TRADITIONAL: working mothers, old maids

SUGGESTED: wage-earning mothers, unmarried women

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

For you compliance.