

ADMINISTRATIVE CIRCULAR NO. 82-2006, September 19, 2006

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TO: ALL JUSTICE, JUDGES, AND EMPLOYEES OF THE JUDICIARY

SUBJECT: CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 12, s. 2005 (USE OF NON-SEXIST LANGUAGE IN ALL OFFICIAL DOCUMENTS, COMMUNICATIONS AND ISSUANCES)

Quoted hereunder is Memorandum Circular No. 12, s. 2005 of the CSC.

"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. (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.

(Sgd)KATRINA CONSTANTINO-DAVID

Chairperson"

31 March 2005

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 brief 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 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.

SUGGESTED: The writer should know the reader's 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.

SUGGESTED: The proposal must be submitted by the manager today.

2. Eliminate the generic use of MAN. Instead, use people, person(s), human(s), humanbeing(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 world, analyzing its meaning, and eliminating sexism in the concept

TRADITIONAL: feelings of brotherhood, feelings of fraternity.

SUGGESTED: feelings of kinship, solidarity

TRADITIONAL:

the founding fathers

SUGGESTED: the founders, the founding leaders

TRADITIONAL:

the Father of relativity theory

SUGGESTED: the founder or 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.

SUGGESTED: 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 you car's new finish.....Stop her...."

SUGGESTED: "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

SUGGESTED: sales agent, flight attendant

b. using gender fair terms in lexical terms

TRADITIONAL: sportmanship

SUGGESTED: highest ideals of fair play

c. treating men and women in a 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, the director's girl Friday

SUGGESTED: 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

SUGGESTED: wage-earning mothers, unmarried women

TRADITIONAL: busboys, chauvinist pigs

SUGGESTED: waiter's assistants, male chauvinists

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 Sir

SUGGESTED: Dear Editor, Dear Credit Manager, Dear Colleague"

For the information and guidance of all concerned.

September 19, 2006

(Sgd)ARTEMIO V. PANGANIBAN

Chief Justice

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