



Republic of the Philippines

SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**S&T Journey: 60 Years and Beyond**

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STII Special Order No. 18-186
Series of 2018**SUBJECT: Use of Non-Sexist Language in all IEC materials, Knowledge Products, Documents, Communications and Issuances**

Pursuant to Memorandum Circular No. 12, series of 2005 of the Civil Service Commission (CSC) 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, recognizing that the use of gender-fair language is the first benchmark of gender-sensitivity.

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 renders women invisible and could result to the non-consideration of their needs and concerns in the implementation of programs, projects, and activities.

In this regard, all divisions shall observe the use of gender-fair language or non-sexist language in its IEC materials, knowledge products, documents, communications, and issuances.

This Order shall take effect immediately and shall remain in force until otherwise revoked/amended.



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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.
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, analysing 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 off! She's out to kill your car's new finish... Stop her..."

SUGGESTION: "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
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 de la Cruz
SUGGESTION: Mrs. 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

* from the CSC MEMORANDUM CIRCULAR no. 12, series of 2005