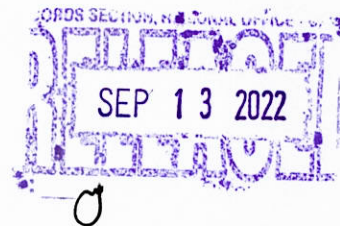




Republic of the Philippines
Department of Education
CARAGA REGION



September 13, 2022

REGIONAL MEMORANDUM

No. 0789, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS
This Office

USE OF GENDER-FAIR LANGUAGE WITHIN DEPED CARAGA

1. In reference to the DepEd Order No. 32 s.2017, Re: Gender-Responsive Basic Education Policy, DepEd Caraga commits to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights in the provision and governance of basic education.
2. Gender-fair language is a language that avoids bias toward a particular sex or gender. Employees are enjoined to make conscious effort to avoid implicit and explicit discriminatory language against women or men, thereby helping promote gender-sensitivity in the organization.
3. In line also with the CSC Memorandum Circular No.12, s.2005, government officials and employees are mandated to use non-sexist language in preparing letters, memoranda, issuances, communications, and all its official documents.
4. Employing gender-fair language in official communication and other related documents in this office is highly recommended.
5. Enclosed is the Sample Gender-fair Language to be used.
6. For information, guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl/s.: As stated

Reference/s: As stated.

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION

EMPLOYEES

HUMAN RIGHTS

HRD/tgc
09/13/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2022-09-11858

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

Table 1: Sample Gender-fair Language to be Used

I. Use Plural Nouns	
Traditional	The officer uses his manual as his guide
Suggested	The officers uses their manuals as their guide
Use One, We or You	
Traditional	As one gains experience, he becomes more effective
Suggested	As one gains experience, one becomes more effective
Use Passive Voice	
Traditional	The manager must submit his proposal today
Suggested	The proposal must be submitted by the manager today
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
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 readers well
II. Use of specific nouns, verbs or other words instead of generic use of man:	
<i>a. Replace man with specific nouns or verbs</i>	
Manpower	Human Resources, Workforce, Personnel
Chairman	Chair, Chairperson, Head
Businessmen	Representatives, business People
Layman, common man	Layperson, Average Person
<i>b. Use nouns that encompass both man and woman</i>	
Mankind	Humanity, Humankind, Human Race
Average working man	Average wage earner
<i>c. Add women in making general statements</i>	
Man is a rational being	Women and men are rational being
Man is vulnerable	Women and men are vulnerable
III. Eliminate sexism in symbolic representations of gender in words, sentences and texts:	
<i>a. Take the context of the word, analyze its meaning, and eliminate sexism in the concept</i>	
brotherhood of man	human solidarity
the founding fathers	the founders, the founding leaders

<i>b. Find precise words to delineate the thing itself from supposedly sex-linked characteristics</i>	
Motherland, Fatherland	Native land, land of one's birth
IV. Use of inclusive/job titles and/or specific nouns when addressing persons formally:	
<i>a. Use Ms. Instead of Mrs. When the preference is not known, precedence is given to Ms. over Mrs., as the former is more inclusive and can refer to any woman, regardless of marital status.</i>	
<i>b. Use a married woman's first name instead of her husband's</i>	
Mrs. Juan dela Cruz	Ms. Maria Santos – dela Cruz
<i>c. Use of the corresponding titles for females</i>	
Dra. Conception Reyes	Dr. Conception Reyes
<i>d. Use the title of the job or group in letters to unknown persons</i>	
Dear Sir	Dear Credit Manager, Dear Editor
V. Eliminate sexual stereotyping of roles:	
<i>a. Use the same term for both genders when it comes to profession or employment. As women and men enter non-traditional occupations, job titles which are sex-specific become more unsuitable.</i>	
Chairman	Chairperson
Businessman	Business Executives
<i>b. Use gender-fair terms in lexical terms</i>	
Statesmanship	Diplomacy
Mastering a skill	Being competent in a skill
Investing in women	Investing in women's potential
<i>c. Treat men and women in a parallel manner</i>	
Man and Wife	Husband and Wife
<i>d. Avoid language that reinforces stereotyping images</i>	
A man's job	A big job
A man-sized job	A demanding task
A pushy woman	A forceful woman
An aggressive woman	As assertive woman
<i>e. Avoid language that catches attention to the sex role of men and women</i>	
Working mothers	Wage-earning mothers
<i>f. Avoid necessary gender-linked prefixes and suffixes</i>	
Lady Doctor	Doctor
Female Lawyer	Lawyer
Male Secretary	Secretary
Proprietress	Proprietor
Usherette	Usher