




TO : ALL LIBI EMPLOYEES  
FROM : THE GENERAL MANAGER  
THRU : THE PRESIDENT & CEO   
SUBJECT : USE OF NON-SEXIST LANGUAGE IN ALL OFFICIAL DOCUMENTS, COMMUNICATIONS, AND ISSUANCES  
DATE : 10 JULY 2019

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This has reference to Memorandum Circular No. 12, s. 2015 issued by the Civil Service Commission (CSC) on the *"Use of Non-Sexist Language in all Official Documents, Communications and Issuances"*.

In accordance with the constitutional mandate and in line with the government's steadfast efforts in the integration of women's concerns and issues in its plans and programs since time immemorial, LBP (Land Bank of the Phil.) Insurance Brokerage Inc., (LIBI) actively participates and adopts all gender mainstreaming activities which shall empower women and promotes gender equality through its organization.

Also, in furtherance with Republic Act 7192 otherwise known as the **"ACT PROMOTING THE INTEGRATION OF WOMEN AS FULL AND EQUAL PARTNERS OF MEN IN DEVELOPMENT AND NATION BUILDING AND FOR OTHER PURPOSES"**. LIBI hereby accepts the challenge of creating a system that will dismantle and discontinue the use of all sexist language and practices in its bureaucracy.

Attached herewith are documents which provide and suggest how to observe the proper use of non-sexist language in all official documents including communications and compliance matters.

For strict and immediate compliance.

  
**RAYMUND FRANCIS I. ALDEGUER**  
General Manager



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;  
Civil Service at its Best,  
*Mamamayan Muna*

*Noted*  
*Thyng 8/27/19*

MC No. 12, s. 2005

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; STATE UNIVERSITIES AND COLLEGES; GOVERNMENT-OWNED-OR-CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER

**SUBJECT :** Use Of Non-Sexist Language In All Official Documents, Communications, And Issuances

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. Beginning June 2000, gender and development (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.

  
**KARINA CONSTANTINO-DAVID**  
Chair

March 31, 2005



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;  
Civil Service at its Best,  
*Mamamayan Nuna*

Use of Non-sexist Language  
X-----X

RESOLUTION NO. 050433

**WHEREAS**, Section (2), Article IX-B of the 1987 Constitution provides that the Civil Service embraces all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters;

**WHEREAS**, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

**WHEREAS**, the government has been exerting effort to integrate women's concerns in its plans and programs over the years;

**WHEREAS**, the Commission recognizes that since language articulates consciousness, reflects culture, and affects socialization, it is a very important tool in communication, and as such, it is important to transform language from traditional usage to a more liberating one, that which is gender-sensitive;

**WHEREAS**, requiring the use of non-sexist language in common day-to-day activities, such as preparing letters, memoranda, and other issuances, will encourage government employees and officials to make a conscious effort to avoid implicit and explicit discriminatory language against women or men, thereby helping promote gender-sensitivity in the bureaucracy;

**NOW, THEREFORE**, the Commission resolves to encourage all government officials and employees to use non-sexist language in all official documents, communications, and issuances.

Quezon City, MAR 30 2005

  
KARINA CONSTANTINO-DAVID  
Chair

  
J. WALDEMAR V. VALMORES  
Commissioner

  
CESAR D. BUENAFLOR  
Commissioner

Attested by:

  
REBECCA A. FERNANDEZ  
Director IV



## 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 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*, *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, analyzing 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 <u>Mother Nature</u> rip you off! <u>She's</u> out to kill your car's new finish... Stop <u>her</u> ..."
SUGGESTION:	"Don't let <u>Nature</u> rip you off! <u>It's</u> out to kill your car's finish... Stop <u>it</u> ..."

**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 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