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Sept 09, 2021BY TIME:
DOC NO.

E-2021-03181

08:00am

DEPARTMENT ORDER NO. 2021-079**PRESCRIBING THE USE OF GENDER SENSITIVE LANGUAGE IN ALL OFFICIAL DOCUMENTS, COMMUNICATION, AND ISSUANCES OF THE DEPARTMENT OF TOURISM**

WHEREAS, Section 14, Article II of the 1987 Constitution declares the State Policy recognizing the role of women in nation-building, and ensuring the fundamental equality before the law of women and men;

WHEREAS, Republic Act (RA) No. 7192 or the *Women in Development and Nation Building Act* promotes and ensures the integration of women as full and equal partners of men in development and nation-building;

WHEREAS, Executive Order No. 273 dated 08 September 1995 or the *Philippine Plan for Gender-Responsive Development (PPGD) 1995-2025* mandates all heads of government agencies, with the assistance of their respective Gender and Development (GAD) Focal Point (GFP), to institutionalize and mainstream GAD in their respective agencies;

WHEREAS, the use of Gender-Sensitive Language is one of the mechanisms to mainstream GAD, eliminate discrimination against women, and attain gender equality in the workplace;

WHEREAS, the Civil Service Commission (CSC) Memorandum Circular No. 12 dated 31 March 2005 has implemented CSC Resolution No. 050433 dated 31 March 2005 to encourage all government officials and employees to use Non-sexist Language in all official documents, communications, and issuances to promote gender sensitivity in the bureaucracy.

WHEREAS, there is a need to institutionalize the use of Gender-sensitive Language in all official documents, communications, and issuances of the Department.

NOW, THEREFORE, in view of the foregoing this Department Order prescribing the use of gender-sensitive language in all official documents, communications and issuances in DOT is hereby issued.

Section 1. Short Title. This Order shall be known as "*Use of Gender-Sensitive Language in all Official Documents, Communications, and Issuances.*"

Section 2. Scope and Coverage. The Order shall be applicable to all Offices and Employees of the Department of Tourism.

Section 3. Definition of Terms. For the purposes of this Order, the following terms are hereby defined as follows:

- a. "Communications" shall refer to all other kinds of exchange of ideas that do not fall under Issuances and Official Documents.
- b. "Issuances" shall refer to the directives or instructions of the head of agencies issued as an exercise of administrative and rule-making power. These are usually in the form of orders, circulars, and memoranda.
- c. "Gender-Sensitive Language" shall refer to written and spoken language which promotes equality. It pertains to the use of language that fosters men, women and those who do not

conform to the binary gender system as persons of equal value, dignity, integrity and respect.

- d. "Gender Sensitivity" shall refer to the ability to understand and consider the socio-cultural factors underlying gender-based discrimination, socialization of men and women into certain behaviors or opportunities, power relations between men and women, as well as the different needs, problems and levels of access to resources that they have.¹
- e. "Non-Sexist Language" shall refer to language that does not demean or stereotype men or women. Under this Order, Gender-sensitive Language and Non-sexist Language shall be used interchangeably.
- f. "Official Documents" shall refer to documents issued by an Officer or Employee which generally provides, among others, information of an official nature or grants rights or obligations, written under the agency's letterhead or logo. For this purpose, letters, Memoranda, and agreements are all considered Official Documents.
- g. "Personnel" shall refer to government officials and employees, whether regular or co-terminus, including personnel under Job Order Contract or Contract of Service.
- h. "Sexist Language" shall refer to words that devalues members of one sex, almost invariably women, and thus fosters gender inequality. It discriminates against women by rendering them invisible or trivializing them at the same time that it perpetuates notions of male supremacy.²

Section 4. Use of Gender-Sensitive Language. All Personnel of the Department are enjoined to use Gender-Sensitive or Non-sexist Language in the preparation of Official Documents, Communications and Issuances to promote Gender-sensitivity in the workplace.

For this purpose, attached as **Annex A** is a List of Suggestions Relevant on the Use of Gender-sensitive or Non-Sexist Language.

Section 5. Repealing Clause. This Order repeals or modifies other issuances inconsistent herewith.

Section 6. Effectivity. This Order shall take effect immediately and shall remain effective until otherwise superseded, amended, or repealed accordingly.

For guidance and strict compliance.

08 September 2021


BERNABETTE ROMULO-PUYAT
Secretary



¹ Annex A, Commission on Audit (COA) Resolution No. 2018-009

² Kintanar, T. B. (Ed). 2014. (2014) Gender-Fair Language: A Primer. University Center for Women's Studies, University of the Philippines, Diliman, Quezon City.

LIST OF SUGGESTIONS RELEVANT ON THE USE OF NON-SEXIST AND GENDER-SENSITIVE LANGUAGE

I. SOME SUGGESTIONS ON HOW TO USE NON-SEXIST LANGUAGE¹

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: 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 text 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
SUGGESTIONS: the founders, the founding leaders

TRADITIONAL: the Father of Relativity Theory

¹ Civil Service Commission (CSC) Memorandum Circular No. 12 dated March 31, 2005.

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.

4. Eliminate sexual stereotyping of rules 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 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

II. KINDS OF SEXIST LANGUAGE²

1. Language that excludes women or renders them invisible:

- a. The use of generic masculine; subsuming all humanity in the terms *man, father, brother, master, manhood, forefather, manning, manpower, statesmanship, etc.*
- b. The singular masculine pronouns “*He,*” “*His,*” “*Him*”

Example:

When an auditor conducts audit, *he* evaluates the documents submitted by management.

Each employee should wear *his* identification card all times while inside the building premises.

If a staff has been absent without official leave, send *him* a notice of termination.

2. Language that trivializes women or diminishes their stature:

- a. Feminine suffices such as *-ess, -ette, -trix, or -emme*, make unnecessary reference to the person’s sex, suggest triviality, unimportance, or inferiority of women occupying such a position, such as: *actress, aviatrix, comedienne, heroines, hostesses, proprietress, usherette, etc.*
- b. Use of sex-linked modifiers sounds gratuitous, is patronizing and suggests that the norm for some occupations is for a particular sex, such as: *lady doctor, woman writer, female lawyer, male nurse, male secretary, heroic women, working mothers, employed mothers, working wives, etc.*

3. Language which disparages and marginalizes women (or person of another gender), such as: *salesgirls, ladies, fair sex, weaker sex, little woman, the better half, girl Friday, housewives, busboys, minority women, minds, servants, etc.*

4. Language that fosters unequal gender relations:

- a. Lack of parallelism, such as: *man and wife, men and girls, men and ladies, etc.*
- b. The use of terms that call attention to a person’s sex in designation occupations, positions, roles, etc. such as: *delivery boys, motherhood, fatherhood, political husbands, headmasters, traffic in women, bellboy, clergyman, mailman/postman, fathers (religious), laundrywomen, stewardess/steward, etc.*

5. Gender polarization of meaning in the use of adjectives:

Example: Forceful men are perceived as *charismatic*, while forceful women are labelled *domineering*.

We describe angry men as *outraged*, while angry women are *hysterical*.

² Kintanar, T. B. (Ed). 2014. (2014) Gender-Fair Language: A Primer. University Center for Women’s Studies, University of the Philippines, Diliman, Quezon City.

Men who are interested in everything are called curious people, while women with similar tendency are termed nosy.

Men who are thoughtful are called concerned, while women of the same type are called *timid*.

When men talk together, it is called *convention*. But when women talk together, it is called gossip.

- a. The term *womanly, manly, feminine, masculine* depict each sex as being solely associated with particular attributes.
- b. In the history of the English language, negative or sexually derogatory meanings accrue to words referring to women but not to equivalent words for man, such as: *mistress, hostess, madam, matron, etc.*

6. Lexical gap: in the English language, there is an absence or lack of words that refers to women’s experience.

Example: Men are “*henpecked*” but women are not “*cockpecked*.”

We refer to men’s “*virility*” but there is no equivalent word for women’s experience.

There is “*patronage*” but no “*matronage*.”

7. Hidden assumptions: Compare the following statements:

Example: *Men can care for children just as well as women.* (acceptable)

Women can care for children just as well as men. (strange or bizarre)

The disparity in reactions to these two statements reflects the shared assumptions or internalized model of the world where women are locked in gender roles.

8. Metaphor which reflect a male-centered view of the world or where women as objects:

Example: “*Seminal,*” not “*germinal*” ideas

Phallogocentric metaphors: we provide “*input,*” we get the “*thrust*” of an argument, we “*penetrate*” a problem, we “*master*” material

Metaphors which refer to women as merchandise, something to be eaten: “*sugar,*” *honey,*” “*dish,*” “*cheesecake,*” or as small animals as “*chick,*” “*bunny*” (playboy bunnies)

III. SOME SUGGESTED GENDER-SENSITIVE LANGUAGE³

CURRENT USAGE	ALTERNATIVE/SUGGESTED GENDER-SENSITIVE USAGE
Actress	Actor
Aged	Older women, older men, older adults, senior
Anchorman	Citizens, elderly
Authoress	Author
Aviatrix	Aviator
Bachelorette, bachelor girl, spinster, old maid	Single woman, unmarried woman

³ Adopted from Commission on Audit (COA) Resolution No. 2018-009.

CURRENT USAGE	ALTERNATIVE/SUGGESTED GENDER-SENSITIVE USAGE
Barren	Infertile
Bellman, bellboy	Bellhop
Blacks (North Americans)	African American women/girls, African American men/boys, African Americans
Broken home	Single-parent family
Brotherhood of man	Humanity, the unity of people or of human kind, human solidarity
Businessman	Business executive, business manager, business owner, retailer, entrepreneur
Cameraman	Camera operator, photographer
Career girls	Career woman
Chairman	Chair, Chairperson
Chambermaids	Hotel workers
Chick	Girl, woman (depending on age)
Chorus girls	Chorus dancers
Cleaning women, cleaning lady	Cleaners
Clergyman	Member of clergy, minister, rabbi, priest, pastor
Coed	Female college student
Comedienne	Comedian
Congressman	Congressional representative, member of congress, congress member, legislator
Corporate husbands, corporate wives	Corporate spouses
Cowboys, cowgirls	Ranch hands
Craftsmen	Artisans, craft artists, craftsperson
Delivery boys	Deliverers, delivery men
Draftsmen	Drafter, designers, artists
Dykes, gay women, female, homosexuals	Lesbians
Domestic, maids	Household workers
Early men	Early people, early men and women, early human beings
Employed mothers	Wage-earning mothers, mothers working out of home
Effeminate	Delicate, feeble, soft, affected
Executrix	Executor
Farmers and their wives	Farmers and their spouses
Fair sex, weaker sex	Women
Fathers (religious)	Priests
Female lawyer	Lawyer
Fireman	Fire fighter, fire crew, fire brigade
Fisherman	Fisher, fisher folk
Fish wives	Fish sellers
Forefather	Ancestor
Foremen	Supervisors
Founding fathers	founders
Gentleman's agreement	Unwritten agreement
Girl	Adult female
Girl athlete	Athlete
Girl Friday	Administrative assistant
Girl watching	Street harassment
Granny midwives	Lady midwives, traditional midwives
Handyman	Repairer, maintenance worker
Headmasters, headmistress	Principals
Heroic women	Heroes

CURRENT USAGE	ALTERNATIVE/SUGGESTED GENDER-SENSITIVE USAGE
Heroines	Heroes
Hostesses	Hosts
Janitress	Cleaners
Ladies chattering	Women talking, speaking, conversing
Laundry women, washer women	Launderers
Lady doctor	Doctor, physician
Lady guard	Guard, security guard
Layman	Layperson, non-specialist, non-professional, non-expert
Layman's language	Conversational, not technical
Lineman	Line installer, line repairer
Little woman, the better half	Wife
Longshoreman	Longshore workers, stevedores
Lumbermen, lumberjack	Lumber cutters, Dockers
Maid	Household worker/helper, domestic worker
Mailman, postman	Mail carrier, letter carrier
Male nurse	Nurse
Male secretary	Secretary
Man	Human being, human, person, individual
Man a project	Staff a project, hire personnel
Man and wife	Husband and wife
Man-hours	Work hours, labor time
Mankind, men	Human beings, humans, humankind, humanity, people, human race, human species, society, men and women
Manhood	Adulthood, maturity
Man-made	Manufactured, synthetic, artificial
Manning	Staffing, working, running
Man on the street	Average persons, ordinary person
Manpower	Human resources, staff, personnel, labor force
Man-sized	Big, huge
Masterful	Domineering, very skillful
Men and girls	Men and women, boys and girls
Men and ladies	Men and women, ladies and gentlemen
middleman	Intermediary, agent
Mill girls	Factory workers
Minority women	Ethnic women
Motherhood, Fatherhood	Parenthood
Newsman, newsmen, media man	Reporter, journalist
Non-traditional or dominated occupations	Female intensive occupations
Old masters	Classic art/artists
Ombudsman	Ombud
Poetess	Poet
Policemen	Police officer, law enforcement officer, constable
Political husbands	Political spouses, political wives
Pressmen	Press operators
Proprietress	Proprietor
Repairmen	Repairers
Salesgirls	Saleswomen
Salesman	Salesperson, sales representative, sales agent, sales woman
Seaman	Mariner, sailor, seafarer
Seamstress	Sewer, mender

CURRENT USAGE	ALTERNATIVE/SUGGESTED GENDER-SENSITIVE USAGE
Servants, maids	Domestic helpers, household helpers
Spokesman	Spokesperson, representative
Sportsman	Sports enthusiast, athlete
Starlets	Aspiring actors
Statesmanship	Diplomacy
Statesman	Diplomat, political leader
Stewardess, steward	Flight, cabin attendant
Stockman	Stockworker
Suffragette	Suffragist
To a man	Everyone, unanimously, without exception
Unmarried/unwed mother	Single mother, solo parent
Usherette	Usher
Waitress	Waiter
Watchman	Guard, security guard
Weatherman	Weather reporter, weather-caster, meteorologist
Woman driver	Driver
Woman engineer	Engineer
Woman writer	Writer
Working men, workmen	Workers, wage earners
Working mothers	Wage-earning mothers, mothers working outside home
Workman's compensation	Worker's compensation
Young girls	Teenage women