



Boy Scouts of the Philippines

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NATIONAL OFFICE MEMORANDUM

No. 07, s. 2020



TO : National Office Directors
Regional Scout Directors
Council Scout Executives/ Officers-in-Charge
All concerned

SUBJECT : Promoting the Use of Gender-Fair Language in all Official Documents, Communications and Issuances

1. Pursuant to Section 14, Article II of the 1987 Constitution, the "State recognizes the role of women in nation-building, and shall ensure the fundamental equality before law of women and men". This State Policy was affirmed through Executive Order No. 43, s. 2011 which includes Gender Equality in its sixteen-point agenda and commits to transform the government "from lack of concern for gender disparities and shortfalls, to the promotion of equal gender opportunity in all spheres of public policies and programs".
2. In relation to this, the Civil Service Commission (CSC) issued Memorandum Circular No. 12, s. 2005, which encourages the use of non-sexist language in all official documents, communications and issuances. Similarly, the Republic Act No. 9710, otherwise known as the "Magna Carta of Women", reinforces the use of gender-sensitive language at all times.
3. In this regard, the Boy Scouts of the Philippines (BSP), in adherence to these State Policies and principles of gender equality and sensitivity, directs all of its Offices, Operating Units, and Local Councils to use Gender-Fair Language in all official documents, communications and issuances. This shall go the same in drafting and reviewing policies in relation to the implementation of Scouting programs, projects and activities.
4. Attached are some suggestions on how to use gender-fair language (As per CSC MC No. 12, s. 2005).
5. For information, guidance and compliance.

ROGELIO S. VILLA, JR.
Secretary General

PRCO/ddml

Suggestions on How to Use Gender-Fair 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 brief 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 concept 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 Mother Nature rip you out! She's out to kill your car's new finish... Stop her..."

SUGGESTION: "Don't let Nature rip you out! It's out to kill your car's new 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 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: waiter's assistant, male chauvinist

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

